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AUTHOR	Smith, Laura Snyder
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ABSTRACT

This survey is a revision of the 1967 survey made by David Kantor (ED 021 586) in view of the re-allocation of many services under the new Florida Constitution. The current status of the various institutions is noted throughout the survey. Besides the report on libraries, a description of the purposes and programs of each state institution grouped within its division, as foundation information for understanding the scope of library services necessary to assist the institution in the attainment of its objectives, is given. Recommendations, maps, data tabulation sheets and comparative statistics for 1965-66 and 1968-69 appear at the beginning of the survey. An appendix to the study contains copies of the current standards for the various types of libraries, a brief overview of the Library Services and Construction Act, Title IV-A, Institutional Library Services, and a copy of the questionnaire sent to each institution. A directory of the State Institutions by Division grouping and a summary of observations, conclusions, recommendations and tabulated data prefaces the main body of the report. Mr. Kantor's survey foreward is included to help the reader understand the whole purpose of this project. (Author/NH)

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After Three Years:

A Further Survey of Libraries and Library Services in the State Institutions of Florida

By

LAURA SNYDER SMITH

Based on a Survey

By

DAVID KANTOR, 1967

LI 002199

DEPARTMENT OF STATE
DIVISION OF LIBRARY SERVICES
(Florida State Library)
Tallahassee
1969

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AFTER THREE YEARS:
A FURTHER SURVEY OF LIBRARIES AND LIBRARY SERVICES IN THE STATE INSTITUTIONS OF FLORIDA

-- FOREWORD --

In 1967, David Kantor, Director for Libraries for Volusia County Public Libraries at Daytona Beach, made a survey of this aspect of Florida library service and upon his work, this present document is based.

Since that time, Florida has received a new Constitution, the first since 1885, and under its provisions many services were re-allocated to achieve a more efficient and beneficial structure. The current status of the various institutions is, therefore, noted in the introduction and throughout this survey. Only a minimal attempt has been made to revise Mr. Knator's sections, Observations and Conclusions and Recommendations. Mr. Kantor's survey foreword is included to aid the reader in understanding the whole purpose of this project.

A SURVEY OF LIBRARIES AND LIBRARY SERVICES IN THE STATE INSTITUTIONS OF FLORIDA

-- FOREWORD -- TO FIRST EDITION

This report has been prepared for the Florida State Library and Historical Commission by David Kantor, Director of Libraries for Volusia County Public Libraries at Daytona Beach, formerly with the Washington State Department of Institutions and the California Department of Corrections.

The purposes of this survey are to describe the current status of library facilities and services in the state institutions of Florida, to point up evident inadequacies or deficiencies in such services, and make pertinent basic recommendations as a foundation for constructing a practical state plan for development and improvement of library services where needed in the state institutions.

Between February and May 1967, the writer visited 17 of the 60 institutions operated by the State. Administrators were most cordial in giving up time from their busy schedules to show their facilities and discuss their services. There was commendable evidence of keen interest for the welfare of institutional residents. Questionnaires were supplied to all institutions and only three failed to respond; two of these facilities were beginning operations.

Grateful appreciation of the writer is extended to all State institutional staff who gave their time to answer questions by interview and correspondence.

-- INTRODUCTION --

The State government of Florida has the responsibility for care, treatment, and possible rehabilitation for more than 25,000 of its citizens afflicted with serious mental and/or physical handicaps. To acknowledge this responsibility, the State operates 46 institutions with a staff of over 12,000 employees under six different Divisions. Five of the Divisions function as part of the Department of Health and Rehabilitative Services, whose secretary sits in the State Cabinet. These are the 1) Division of Youth Services, 2) Division of Adult Corrections, 3) Division of Mental Retardation, 4) Division of Health, which has the responsibility for the State Tuberculosis Hospitals, and 5) Division of Mental Health, which includes the Bureau of Alcoholic Rehabilitation. The Florida School for the Deaf and Blind is a part of the State Department of Education.

In this study the reader will find, along with the report on libraries, a description of the purposes and programs of each institution grouped within its Division, as foundation information for understanding the scope of library services necessary to assist the institution in the attainment of its objectives. Recommendations, maps, data tabulation sheets, and comparative statistics for 1965-66 and 1968-69 appear at the beginning of the survey. An appendix to the entire study contains copies of the current standards for the various types of libraries, a brief overview of the Library Services and Construction Act, Title IVA, Institutional Library Services, and a copy of the questionnaire sent to each institution.

A directory of the State Institutions by Division grouping and a summary of observations, conclusions, recommendations and tabulated data prefaces the main body of the report.

OBSERVATIONS AND CONCLUSIONS

1. All state institutions are operated on an integrated basis.

2. The libraries and library services in all of the State's institutions are operated far below the minimum standards established for the specific types of institution libraries by national and professional authorities, and must be rated as inadequate to serve the needs of the institutions, their staffs and clientele. This inadequacy is, in a major sense, discriminatory and actually constitutes an unnecessary handicap to institutional authorities in their attempt to help the people under their care.

3. Ninety percent of the books available to institutional residents from the institution libraries are cast-offs, discards, and gifts from agencies, organizations, individuals, and other libraries. Selection for appropriateness to the library user has not been a major concern. Eighty percent of this collection is in poor condition or otherwise unsuited to needs of the users.

4. Very little attempt has been made to acquire or use available inexpensive materials.

5. No institution fosters a program of relating the resident's use of books in the institution library with carry-over benefits of using community public libraries when he returns to normal community life.

6. Institutional administrators are in earnest agreement that institution library facilities and programs leave much to be desired and are in need of considerable development. They readily acknowledge the importance of the library's place and effectiveness in the treatment and rehabilitation programs. They are interested in activating constructive development and improvement of library facilities and programs provided proper guidance and adequate funds are available on a continuing basis.

RECOMMENDATIONS

1. For creative and constructive professional leadership and guidance in planning and development for institutional libraries, there should be continued within the State Library the position of Consultant for Institution Libraries (a professional librarian) who will initiate contacts with the various institutional Divisions, study the requirements for library services in the institutions and lend assistance for their development and improvement.

2. Each Division of state institutions should establish within the Division the position of Coordinator of Library Services, a professional librarian with the responsibility for planning, developing, coordinating and guiding continuing and effective library services for all institutions of the Division. This position should maintain a direct link for assistance from the State Library's Consultant for Institution Libraries.

3. The State Library should maintain and enlarge the scope of its Advisory Council for State Institutional Libraries on which seven leading and interested librarians throughout the State would be called to serve with six professional staff members representing the six state institutional Divisions, to lend the authority of their experience in periodic surveying, reviewing and advising for continuing improvement of institution libraries.

4. The State Library should encourage institutional participation in the statewide central processing facility at Winter Park for the purchase and processing of books and library materials. This would enable the institutional libraries to:

a. Gain low prices for books and supplies.

b. Eliminate the need for institutional personnel to be involved with these time-consuming details.

c. Free the time of personnel operating the library to give major attention to clientele rather than to materials.

d. Provide standards and continuity for practical record keeping and maintenance of books and materials.

5. All State Divisions should convey to their institutional administrators that there is a serious interest in a realistic approach to budgeting and that adequate funds should be provided for creditable and effective library services. Funds for library services should be budgeted regularly from both state and canteen sources.

6. Because of the scarcity of professional librarians, institutional administrators, where it has proved impossible to locate a professional librarian, should make definitive responsibility assignments to the most suitable and interested personnel available to manage and operate the institutions' libraries on a full-time basis. The library manager should operate under an institutional library committee of from three to five interested staff members, constituting a library board appointed by the superintendent, to ensure that the library program is properly funded as well as functional in such details as management, selection of materials, and regulations for operation.

7. Each institution should develop its main or central library as a library materials resource center to include an ample collection appropriately selected, currently useful books, periodicals, pamphlets, recordings, films and other suitable audio-visual materials that will serve the diverse needs of residents and personnel. The library should be easily accessible to residents and personnel on the ground floor of the building in which it is located. A scheduled service of books and periodicals also should be conveyed to residents confined in hospital sections and in maximum security situations.

8. All personnel who have some responsibility for institutional library programs should become familiar with the Standards established by national and professional authorities for the specific types of libraries (see Appendix).

9. In the matter of accepting books as gifts, it may be practical to consider the possibility of a central depository for these collections (possible at the State Library) where the Consultant for Institution Libraries would be responsible for selection of materials for the stated needs of the various institutions. Distribution could be made logically from this point with the volumes processed and ready for use upon delivery at the specific institution.

10. Each institution should involve all residents in its program of library service as soon as practicable in orienting the individual to institutional life. Use of the library and its benefits should be made relevant and credible to each person throughout his stay, leading to his understanding of a continuing link to similar services to be obtained from the public library in his return to the home community.

ABBREVIATIONS USED IN TABLES

Bkmoble	Bookmobile
Ed Supr	Educational Supervisor
Ed Dir	Educational Director
K	Kindergarten
M-F	Monday thru Friday
N	No
NA	Not Applicable
NK	Not Known
NR	No Report
In Ser Trng Dir	In-service Training Director
O.T.	Occupational Therapy
PS	Pre-school
Pub Lib	Public Library
S-S	Saturday and Sunday
Y	Yes

STATE INSTITUTIONS OF FLORIDA PAGE

I. Department of Health and Rehabilitative Services

A. Division of Youth Services -- Tallahassee 1
    Florida School for Girls (Junior Campus) -- Ocala
    Florida School for Girls (Senior Campus) -- Forest Hill (Lowell)
    Florida School for Boys -- Marianna
    Florida School for Boys -- Okeechobee
B. Division of Adult Corrections -- Tallahassee 5
    Apalachee Correctional Institution -- Chattahoochee
    Avon Park Correctional Institution -- Avon Park
    Florida Correctional Institution -- Lowell
    Florida State Prison -- Raiford
    Glades Correctional Institution -- Belle Glade
    Santa Fe Correctional Farm -- Gainesville
    Sumter Correctional Institution -- Bushnell
    Reception and Medical Center -- Lake Butler
    Dorrfield Facility -- Arcadia
    DAC Road Prisons -- Tallahassee 19 Road Camps
C. Division of Mental Health -- Tallahassee 16
    Florida State Hospital -- Chattahoochee
    G. Pierce Wood Memorial Hospital -- Arcadia
    South Florida State Hospital -- Hollywood
    Northeast Florida State Hospital -- Macclenny
    Bureau of Alcoholic Rehabilitation -- Avon Park

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D. Division of Mental Retardation -- Tallahassee 22

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E. Division of Health (State Tuberculosis Hospitals) -- Tallahassee 26

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II. Department of Education

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APPENDIX

Institutions Serving Delinquent Children
Objectives and Standards for Libraries in Correctional Institutions
Objectives and Standards for Hospital Libraries
Standards for Library Functions at the State Level
Standards for School Library Programs
Overview of LSCA Title IVA
Copy of Questionnaire

STATE INSTITUTIONS OF FLORIDA

SUMMARY OF SIGNIFICANT TABULATED DATA

	DIVISION OF YOUTH SERVICES		DIVISION OF ADULT CORRECTIONS		DIVISION OF MENTAL HEALTH		BUREAU OF ALCOHOLIC REHABILITATION	
	65-66	68-69	65-66	68-69	65-66	68-69	65-66	68-69
Population	1,590	1,209	6,855	6,992	9,797	10,201	55	800
Staff	433	578	1,712	1,312	4,859	5,076	99	75
Books Available	11,000	14,645	53,043	63,402	25,645	31,409	250	400
Staff Library Books	100	560	280	3,798	2,954	6,214	400	500
Library Circulation For Staff	1,410 0	5,478 348	88,236 350	63,039 1,033	40,054 1,000	21,057 2,496	NR NR	100 50
Library Expenditures	$2,295	$18,462	$4,972	$66,298	$4,394	$20,978	None	$1,875
Expenditures For Staff Library	$ 75	$ 306	$ 50	$ 494	$5,481	$ 9,430	$607	$3,675
Full-Time Librarian	0	2	0	3	0	0	0	0

STATE INSTITUTIONS OF FLORIDA

	DIVISION OF RETARDATION		DIVISION OF HEALTH (STATE T.B. HOSPITALS)		FLORIDA SCHOOL FOR THE DEAF AND BLIND		GRAND TOTALS	
	65-66	68-69	65-66	68-69	65-66	68-69	65-66	68-69
Population	5,686	6,146	850	745	691	692	25,524	26,785
Staff	3,263	4,262	756	709	157	208	11,279	12,220
Books Available	2,395	6,120	14,000	4,000	9,897	15,503	116,230	135,479
Staff Library Books	1,890	348	4,213	2,213	647	96	10,484	13,729
Library Circulation For Staff	7,900 1,600	9,720 1,147	1,500 NR	1,000 NK	11,131 Incl.	11,200 NR	150,231 2,950	111,594 5,074
Library Expenditures	$1,691	$11,607	$ 25	$ 75	$5,356	$6,614	$18,733	$125,909
Expenditures For Staff Library	$2,204	$ 3,108	$2,807	$1,340	$ 869	$ 233	$12,093	$ 18,586
Full-Time Librarian	0	0	0	0	0	1	0	6

*Central Office staff and library not represented in these figures.

**Totals are in conclusive because some institutions handed in no break down of figures.

DIVISION OF YOUTH SERVICES

The Division of Youth Services is charged with the responsibility of protective care, custody, rehabilitation and control of all juvenile offenders committed to its care by the courts of Florida. The Division states its philosophy is based on a program of "treatment rather than retribution or punishment...the program discovers interests, aptitudes and abilities and builds on these in order to return the children to their home communities as potential contributing citizens."

Although a new coeducational school, to be located in Gilchrist County, for 300 youth has been authorized by the legislature, the Division at present operates three institutions. At the time of the survey more than 1000 boys were enrolled at the Marianna and Okeechobee schools and almost 300 girls were in training at the Ocala school with student ages ranging from 10 to 18 years. It should be noted that the Marianna School opened in 1900 and the Ocala School began operating in 1914, and Okeechobee began operating in 1959. Nevertheless, new construction is a continuing program at Marianna and Ocala.

The schools emphasize two forms of treatment: (1) educational programs in academic, vocational, recreational and religious training, and (2) group living by the cottage system employing guided group interaction supervised by house parents to enable the students to acquire some rudiments of adequate family relationships. The term of residence in the institution by a student is of short duration. In fact, it is unusual that a student will be in residence for more than ten months before going out to a community aftercare program.

Schooling is provided from grades 1 through 12 at the school for boys, and from grades 5 through 12 at the schools for girls with opportunity to earn high school equivalency diplomas. Vocational training of an exploratory nature, an equally strong part of the program, is designed to present opportunities for students to test their abilities at varied work experiences. Because of the daily traffic of admissions and releases, all training programs operate on a continous schedule throughout the year. Each student attends school and works on a vocational project on a schedule of alternating school days with work days.

Student Libraries

Library facilities at the [illegible] are below standard in space and seating characteristics. These facilities have been established as school libraries oriented to the academic school program only. The books in these libraries are limited in the main to well-worn, out-dated non-fiction or new fiction of generally poor quality. Now with money and in some cases someone with the responsibility for selecting books, the collections are beginning to show improvement, but they still do not fill the specialized needs of the students who have already met with failure in the public schools.

No professional librarians (someone with a Masters Degree from an accredited library school) are employed by the Division, but progress has been made in the past three years, in that there are now three full time persons who have had some training or certification in library work. Only Okeechobee is without such a full time librarian. All the schools, except Okeechobee, reported the use of students as assistants in the libraries.

Information of circulation is lacking, but it is apparent that the collections are not as yet really meeting the needs of the majority of the students. The report from Lowell best summarized this "Forrest Hills does not have a sufficient number of books and those they have are so outdated that the girls have not developed the habit of reading library books."

Only the senior campus at Lowell reported that it made use of the local regional library facility by regularly using its bookmobile service. Very little use of the State Library services has been made by the three schools.

Only Okeechobee does not have a catalog of its book collection. In all the other schools the collection is cataloged at least to a limited extent and the books are classified according to the Dewey System.

Only the Marianna school specified that extra-library activities such as story-telling and readings are part of its recreational program. Reader's guidance is also provided to residents at Marianna and at Lowell. At the present time, only the two girls' campuses at Lowell and Ocala report that the library maintains a collection of pamphlets, clippings, and pictures.

All the schools now provide filmstrips, and all but Okeechobee report other audio-visual materials in their collections, i.e. records, and transparancies.

A general overall summary of the present status of the libraries at the three schools might be made. These libraries are for the first time receiving attention. There is a need for better facilities and more money with which to make careful selection of books. Programs need to be planned to begin to actively dispel the somewhat unsavory image that the library and books have for the students.

Staff Libraries

Only two schools, Okeechobee and Marianna, reported that they had available 200 volumes or more for the use of their staffs. Lowell and Ocala each reported less than 75.

CONCLUSIONS & RECOMMENDATIONS

Administrators of the Division and the school supervisors are convinced that library facilities and programs of the schools leave much to be desired and are in urgent need of development at the earliest possible date. They readily acknowledge the necessity for good library programs in their institutions and are interested in activating such development provided proper guidance and adequate funds are available.

Conversations of the writer with school supervisors in the Division regarding the special nature of the Division's objectives, ways, means, and methods of development reiterate the findings of David Kantor in his reporting of special considerations as a preface to recommendations as follows:

a) The academic-vocational aspect of the training program in a basically school-oriented community.

b) The cottage system of familial living.

c) The psycho-social nature of the students' behavior problems.

d) The necessity for continuing supervision at all times.

e) The limitations of state revenues.

f) The scarcity of suitable personnel.

The following recommendations should be considered in planning for library services of acceptable standards for the Division's schools.

1. Of prime importance is the matter of professional guidance for the Division's library programs, and responsibility for books and materials. There should be established within the Division the position of Coordinator of Libraries, a professional librarian with the responsibility for planning, developing, coordinating and guiding continuing and effective library services for all schools of the Division. This position should maintain a direct link for assistance from the State Library's Consultant for Institution Libraries.

2. The Division must convey to its institutional administrators that there is a serious interest in a realistic approach to budgeting and that adequate funds should be provided for creditable and effective library services. The attempt to provide library services on the basis of near-nothing financing, and the use of discards for books assuredly hinders attainment of the objectives stated in the Division's philosophy of treatment. Costs of library materials should be funded from both State and canteen sources.

3. The present school library facility in each institution should be developed as the library resource center of the institution; it should house the basic book collection, the catalog, and other library materials as well as the stock from which rotating collections for the cottages may be drawn.

4. Well selected collections in ample quantity and suitable variety of books and periodicals should be placed in the cottages and freshened frequently. Each cottage should also have a current basic reference collection consisting of, at the least, suitable encyclopedia, an adequate dictionary and the latest almanac.

5. As far as books of current interest are concerned, the book collections of the four institutions are in need of complete replacement and plans for financing and implementing a complete renovation should be made to bring the book collections up to recommended standards in quality as well as quantity. The planning should be considered to be completed within a range of two years with an additional five-year plan of enhancement, to include sufficient periodicals and recordings.

6. Consideration should be given for early activation of definite programs involving library use, book reading and related cultural activities such as

a. Story telling or readings weekly in the cottage program.

b. Record listening programs weekly in the cottage program.

c. Book discussion groups bi-weekly in the cottage program.

d. Orientation on a continuing basis to good reading habits and use of libraries as an agreeable activity that will be continued as a desirable activity when the student is returned to normal community life. Some part of counselling should advance awareness to the student that the community public library is always available to provide continuing service and nurture individual reading.

7. All personnel responsible for library service should become familiar with the standards for libraries in Institutions Serving Delinquent Children prepared by the Children's Bureau of the U. S. Department of Health, Education and Welfare in cooperation with the National Association of Training Schools and Juvenile Agencies, as well as with the Standards For School Library Programs by the American Association of School Librarians of which copies can be found in this report. For effective library service every effort should be made to follow the guidelines suggested in the Standards.

8. Availability of local public library services and opportunities for using available services of the State Library should not be overlooked as an essential resource to supplement the institution library program.

DIVISION OF YOUTH SERVICES

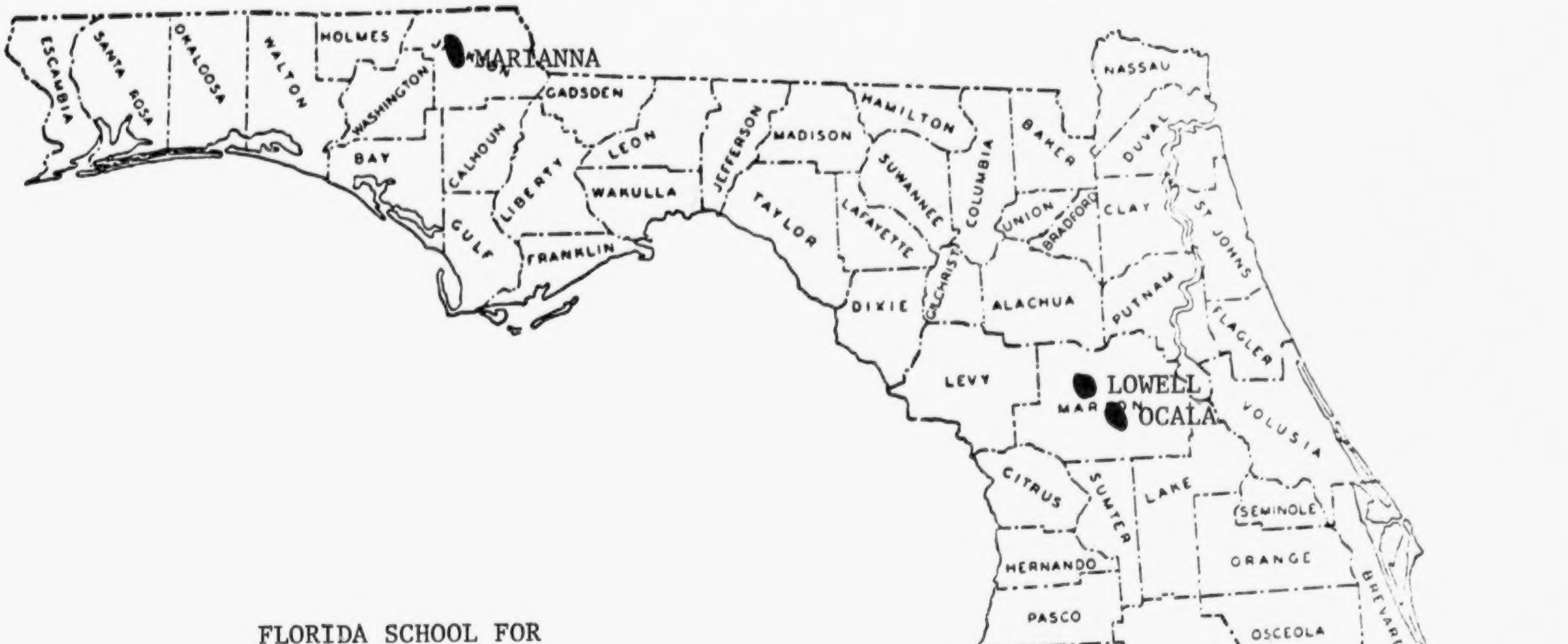
FACT SHEET TABULATION

	GIRLS SCHOOL LOWELL	GIRLS SCHOOL OCALA	BOYS SCHOOL MARIANNA	BOYS SCHOOL OKEECHOBEE
BASIC FACTS				
1. Population	113	118	478	500
Age Range	15 to 18	10 to 18	10 to 17	12 to 18
Average Age	14	14	14	15
2. Staff	15	15	278	270
Professional	15	15	48	60
Other	0	0	230	210
3. School for Residents	Y	Y	Y	Y
4. Grade Range	1st-12th	1st-12th	1st-11th	1st-12th
5. Vocational	Y	Y	Y	Y
LIBRARY FACTS				
1. Library	Y	Y	Y	Y
2. Adm By	Academic	Academic	Academic Principal	Educational
3. Outside Library Use	Y	N	N	N
4. Kind	Book Loan	NR	NR	NR
5. Area (sq ft)	600	594	1,420	3,250
Seats	12	16	30	80
6. Books Available	250	5,000	7,895	1,500
For Staff	50	60	250	200
7. Book Circulation (1968-69)	NR	5,000	478	NR
For Staff	NR	70	278	NR
8. Spent for Books (1968-69)	NR	$1,000	$17,000	$300
For Staff	NR	$ 250	for both	$ 50

DIVISION OF YOUTH SERVICES

	GIRLS SCHOOL LOWELL	GIRLS SCHOOL OCALA	BOYS SCHOOL MARIANNA	BOYS SCHOOL OKEECHOBEE
9. Spent for Periodicals (68-69)	NR	$ 12	$ 50	NR
For Staff	NR	$ 6	None	NR
10. Other Expenses				
For Library	NR	$100	NR	NR
For Staff	NR	None	NR	NR
11. Source of Funds	NR	State & Federal	NR	State
12. Professional Librarian	Y	Y	N	N
13. Operated By	NA	NA	Teacher	Academic Instructor
14. Hours Open	8 hrs M-F	NR	8 hrs M-F	8 hrs M-F
15. Scheduled Visits	N	Y	N	N
16. Book Cart Service, etc.	Y	None	Y	None
17. Reading Guidance	Y	N	Y	N
18. Given By	Librarian	NA	Teacher & Library Aide	NA
19. Special Programs	N	N	Y	Y
20. Catalog	Y	Y	Y	N
21. Dewey System	Y	Y	Y	N
22. Residents as Assistants	Y	Y	Y	N
23. How Many	8	2	2	NA
24. Vols Bought Annually	NR	Done in last 3 yrs	$1,000	NR
For Staff	NR		$ 200	NR
25. Discarded Annually	NR	None	NR	50
26. Periodicals Bought Annually	NR	3	None	50
For Staff	NR	1	None	NR
27. Pamph-picture Collection	Y	Y	N	N
28. Films	Y	Y	Y	N
29. Adequacy	N	Y	N	N

DIVISION OF YOUTH SERVICES



FLORIDA SCHOOL FOR GIRLS - OCALA

FLORIDA SCHOOL FOR GIRLS - LOWELL

FLORIDA SCHOOL FOR BOYS - MARIANNA

FLORIDA SCHOOL FOR BOYS - OKEECHOBEE

DIVISION OF ADULT CORRECTIONS

The Division of Adult Corrections, authorized by the 1957 legislature, has the responsibility for supervisory and protective care, custody and control of the inmates, buildings, grounds and all matters pertinent to the existing and future institutions for the imprisonment or correction of adult offenders. An additional responsibility of the Division is the inspection of places of confinement for prisoners in the State including county jails and county work camps. Adult Corrections is a division of the Department of Health and Rehabilitative Services.

An Advisory Council on Adult Corrections and Prison Industries was appointed in 1959 by the Board of Commissioners of State Institutions. The Division Director consults with the Council on correctional programs and prison industries.

At the present time the Division operates nine major institutions and nineteen Road Prisons. The Reception and Medical Center at Lake Butler has been completed and is now open.

The Division's philosophy of treatment emphasizes correctional opportunities rather than punishment disciplines. The program is directed at providing every inmate with diverse opportunities for educational accomplishment and vocational development mixed with an active work schedule. This is bolstered by individual guidance as well as group counseling to foster training in resocialization on the basis that a large majority of the population must be returned to live again in the world outside the institution.

All of the institutions, including the Road Prisons, offer constructive programs of academic and vocational education with opportunity to obtain a general education diploma issued by the State Department of Education. Some institutions provide extension courses of college level. In addition to the courses in vocational education there is an enterprising program of vocational training at the industrial level. Time in the busy schedules for recreational and religious considerations is also included, and these activities are encouraged as part of the education for resocialization. With the exception of Florida State Prison, where cell block housing is traditional, the predominant method of housing inmates is dormitory style. All of the institutions, of necessity, except Avon Park Correctional Institution, have security cells.

At the time of the survey the Division housed a total of 8,600 inmates of which 7,600 were in the nine major institutions and 1,000 were in the Road Prisons. Average age of inmates is 25 years with ages ranging from 14 years to 80 years. Average stay in an institution is reported by the Division to be 22½ months. A staff of approximately 2000 employees participate in operating the system with about 500 of these employed in the Road Prisons.

Central Office Library

The Division's Central Office established a Staff Library in 1965 with the acquisition of several hundred books in the field of corrections and subscriptions to periodicals relating to corrections. The library area is comfortably equipped, but is already showing signs of bulging at the seams with the mass of pertinent publications continuing to flow from publishers. Aside from serving as a ready reference resource for Central Office staff, the library circulates lists of books to the Division's institutions. The books on the list are made available to the institution employees through a form of inter-library loan.

The APALACHEE CORRECTIONAL INSTITUTION, a two-unit facility opened in 1949, is located a few miles west of Chattahoochee. The East Unit with a capacity of 600, houses youthful male offenders 15 to 25 years of age (average age of 19) and emphasizes a comprehensive program of educational and vocational training. Provision is made for academic education through diplomas. The vocational education and training program encompasses over 50 areas of job training including 18 major vocations. The industries program provides vocational experience in agriculture, forestry and the manufacture of bricks, concrete products and sanitary supplies. Inmates enrolled in the school program alternate class attendance with on-the-job training on a schedule of alternating half-weeks. Each inmate remains in school for the length of his term until he either earns his diploma or advances to the limit of his capabilities.

The West Unit, the older of the two facilities with a capacity of 260, houses adult male offenders, ages ranging from 17 to 47 years with average age of 28. The program of this facility concentrates on farming and maintenance activities.

Inmates' Library

A room of nearly 2,300 square feet is provided as a library. Located in the school building, it is still accessible in the evenings. The collection consists of some 13,500 volumes, 3,000 of which were added in the past year. The other 10,000 consist of gift books mostly in the novel or text book class. The library seats 36 inmates. This represents considerable progress since Mr. Kantor's report.

There is a professional librarian operating the library, which is opened 8 hours daily and 2 hours one evening a week. A circulation of 12,000 books points up an avid interest in reading by the inmates. An expenditure of $10,000 was reported to have been spent for books last year. A total of $275 was spent for 56 periodicals during this period and an additional $2,000 was expended for miscellaneous supplies to operate the library. Here again the institution has made commendable progress.

The library offers no special programs for the inmates except for displays and bulletin boards and the availability of a stereo to play records on. Reader's guidance is given by the librarian and the various instructors. The book collection is fully cataloged and classified. A picture-pamphlet-clipping file is reported as in service and a collection of audio-visual materials (filmstrips, records and tapes) is available. There is no adequate local community library, but some use is made of State Library services.

Staff Library

It was reported that 100 volumes are available for staff use, and that there was a circulation of 300 volumes among personnel last year. Two hundred dollars was spent for books purchased for the staff last year and $25.00 was spent for periodical subscriptions.

The AVON PARK CORRECTIONAL INSTITUTION near the town of Avon Park was opened in 1957 to relieve overcrowding at Raiford Prison and can accommodate 700 inmates. It is a minimum custody facility, built originally during World War II for the U. S. Air Force, and houses primarily older and/or physically disabled male offenders, ages ranging from 19 to 75 years with average age at 41. A full program of academic and vocational education is offered here as well as opportunity to engage in constructive religious and recreational activities.

Inmates' Library

The administration of this institution has taken pride in developing one of the old barracks buildings into a very attractive library setting. There is approximately 1,500 square feet with seating for 16 men. The collection consist of about 7,000 volumes, more than 2,000 of which were bought this year. Heavy weeding of about 2,000 volumes has kept the collection readable and interesting. Circulation was reported at 20,394 volumes in 1968-69. There is a certified librarian on duty and the library is kept open 7 hours daily and 4½ hours on weekends.

Over $8,000 was spent last year for books and $272 for periodicals, with an additional $1,600 spent for other library operations.

There is no film service connected with library operation, and no other audio-visual materials are available except for a picture-pamphlet-clipping file.

No specialized form of reader's guidance is being offered, but the librarian has embarked on some experimental programs. The library is offering a Great Books Discussion Program and a read aloud service for inmates unable to read to themselves.

All new books have been cataloged and classified. There is no adequate local community library, and only a small amount of use is made of State Library services.

Staff Library

There is no special collection of books or periodicals reported to be available to employees, with the exception of the availability of the books at the Division's Central Office and the books available on inter-library loan from the State Library.

FLORIDA CORRECTIONAL INSTITUTION, a two-unit facility, is located near

Lowell. The Female Unit was completed in 1956 and houses all adult female felons in the State, ages ranging between 17 and 66 years with average age at 32. Present capacity is 348 inmates who are encouraged to participate in a wide variety of training opportunities, academic and vocational. Academic education includes courses in business and the opportunity to complete grades 1 through 12 to obtain the high school equivalency diploma. The vocational program offers training in beauty culture, sewing and garment manufacture, laundry operations, food service and cooking, nursing and dental assistance. Religious and recreational activities, including hobbycraft, as well as personal guidance and counseling, are also a definitive part of the busy schedule.

The Male Unit was completed in 1960 to house 200 adult male inmates who provide the necessary labor force for agriculture and maintenance operations at the institution. At the time of the survey there were 86 inmates at this unit ranging in age from 20 to 53 years with average age at 34.

Inmates' Libraries

A library of 1,600 square feet containing a little over 5,000 volumes is provided in the school area at the Female Unit. The room is pleasant and with seating for twenty. Most of the books are donated discards and a thorough weeding is called for. Circulation reported for 1968-69 totalled 7,645 volumes.

The institution reported an expenditure of $10,000 for books added to the library last year. There is a professional librarian in charge of the library. The books are cataloged and classified according to the Dewey System. There is no picture-pamphlet-clipping file. No film service connected with the library was reported. There was no report of reader's guidance services or other specialized programs for the inmates.

Although Forrest Hill School for Girls (Division of Youth Services) is right next door and makes regular use of the Central Florida Regional Library's bookmobile service, no attempt is made by FCI to make use of this opportunity to widen the range of its own library resources. Little use is made of the available services of the State Library.

Staff Library

There is no staff library at F.C.I. Only 16 books were reported as available to personnel. The staff is on its own in the matter of finding reading materials relating to their functions and responsibilities in the instructional program.

FLORIDA STATE PRISON, established in 1914, is located at Raiford. It covers over 18,000 acres and is the major institution of the Division. Capacity has been gradually enlarged to accommodate 3,400 inmates, age range from 14 to 80 years with an average age of 25. The huge prison complex has two major units: the Main Unit, (the older section), and the new East Unit for maximum security. (The Reception and Medical Center, where all offenders are brought from the courts for classification and orientation, has been moved to the new facility at Lake Butler.)

An extensive program of academic and vocational education and training is offered here; schooling from the 1st through the 12th grades, extension courses from the colleges, and vocational opportunities in electronics, office machine repair, furniture refinishing, cabinet making, welding, machine shop, graphic arts including drafting, shoe manufacturing, upholstering, air conditioning and refrigeration, ornamental horticulture, and business courses.

Additional opportunities are available in the considerable industrial complex of the institution: furniture factory, garment factory, concrete block factory, the auto tag plant, tobacco factory, feed mill, syrup mill, agriculture and forestry. There is an active program of guidance and counseling, and a large participation in religious and recreational activities. Speech therapy is available under the education program.

Inmates' Library

The institution reports two areas in the prison given over to library space totalling 4,250 square feet, with a combined inventory of over 21,000 volumes. There is seating for 80, but it is divided up in an unequal manner. The Main Unit with 2,046 inmates has library seating for 30, while in the East Unit which houses 1,400 men has seats for 50 inmates in the library. The Main Unit's Library is obviously far too small to give any type of adequate service. In addition, the Main Unit's Library is only reached by a narrow winding staircase and is at the top of a huge cell-block building.

Both libraries are operated by classroom teachers who have been temporarily assigned the duties in the library. There are vacancies for professional librarians in both units.

A total of $13,500 was reported as expended on books, and more than 4,800 volumes were purchased last year. This is a major break through in policy changes. In the past, it was reported that no books had ever been purchased. The prison was well known throughout the country for its periodically successful call for donations of books. During this past year, 1968-69. to overcome the long years of donated books, a thorough weeding has been in progress and approximately 2,200 volumes were discarded.

Other funds spent on the library included a total of $450 for magazine subscriptions and $3,200 for other library operations.

Considering the small number of volumes (21,500) available for a population of 3,446 inmates in a long term maximum custody institution (see Standards for Libraries in Correctional Institutions) and the evident lack of logical accessibility, it is no wonder that last year's reported circulation figure was a thin 15,600 volumes.

There is a reported catalog of books and the non-fiction is classified by Dewey. The library provides no film service. The Main Unit reports no audio-visual materials of any kind whereas the East Unit lists a limited number of filmstrips, records and transparancies. The Main Unit Library does have a picture-pamphlet-clipping file. No special programs, such as book reviews or discussion groups, were reported by either facility and only limited reader's guidance was offered by the Education Department of the Main Unit.

The prison has made extensive use of the services of the State Library.

Staff Library

No staff library is reported to be in existence in this prison complex for the 600 plus employees. Only books from the Central Office or on inter-library loan from the State Library are available to the staff.

GLADES CORRECTIONAL INSTITUTION, located at Belle Glade and is classed as a medium custody institution. It has a capacity of approximately 500 adult males ranging in age from 16 to 60 with an average age of 28. Approximately 50% of the population is enrolled in the academic and Junior College program and approximately 30% in the vocational program.

The academic program is geared to assist the man with very limited skills as well as the man that is reviewing for the GED test. Approximately fifty men are enrolled in courses at the Junior Cellege level.

Vocational training is on the job training with from one (1) to four (4) hours class time each week in fifteen (15) different areas at the present time. Program emphasis is training in construction trades, masonry, brick and block, carpentry, cabinet making, air conditioning and electrical; automotive mechanics and maintenance; auto paint and body; cannery techniques; dairy husbandry and ranching; machinist and welding; abattoir; food services: cooking, baking, table waiting and meat cutting; and laundry. We hope to start programs soon in heavy equipment operations and repairs, agriculture and plumbing. We are in need of a plumbing instructor at the present.

Inmates' Library

A room of less than 400 square feet with 16 seats if provided for library service. It is located in the school building. The collection of 4,000 volumes more than fill the shelving available. Even with the very limited space, the library is well used as evidenced by a circulation figure of almost 6,000 books or approximately 12 books per inmate. In the past year, $8,000 was spent on books, $589 on periodicals and $375 on other library operations.

The library is open for 9 hours daily and 3 hours on Saturday and is operated by a professional librarian. Although the library offers no film service or phonograph records, it does have a collection of filmstrips, transparancies and tapes as well as a picture-pamphlet-clipping file and a catalog of its book collection. The library reports that reader's guidance is furnished and that book reviews and story telling are provided as a part of the library program. The institution does use the Belle Glade Public Library and has been making extensive use of the Florida State Library services.

Staff Library

The institution reports a collection of 25 volumes for staff use with an expenditure last year of $165 for books and $104 for the 25 periodicals available to the personnel.

The SANTA FE CORRECTIONAL FARM, the smallest major facility of the Division, was opened in 1931 to provide manpower for the general services and maintenance operations of the nearby Sunland Training Center near Gainesville. The "Farm" was transferred to the Division of Corrections in 1961 and has been operated as a minimum custody institution with capacity of 60 inmates. The treatment program empasizes "on-job-training" in the fields of agriculture: animal husbandry, truck farming, and forestry including timber management, saw mill operations, and heavy equipment operation. Academic education is also available with opportunity to complete first through twelfth grades of schooling through the assistance of the Alachua County Adult Education Department.

Inmates' Library

Eight hundred square feet of space is reported allocated for library use, with seating for 30 inmates. The library's collection is reported as 352 volumes, all of which were purchased with $625 during 1968-69. There is a restricted shcedule of library use and no specialized programs or attempts at reader's guidance are provided. Heavy use is made of the Santa Fe Regional Library Bookmobile which augments the library's collections.

SUMTER CORRECTIONAL INSTITUTION is located near Bushnell. It is the newest of the Division's facilities, opened in 1965. The program is designed for intensive academic and vocational education with an atmosphere of rehabilitation or resocialization for youthrul offenders; capacity for 576 inmates. The facility is now fully occupied with academic programs available for about 50% of its population. Vocational programs are planned for implementation during the latter part of 1970 as the shop building is completed.

Inmates' Library

The library has only been in operation for eight months of the year. It is located in the education building on the ground floor and occupies 1,850 square feet. There is seating for 30 inmates. The book collection of nearly 5,000 volumes includes approximately 2,700 purchased last year. Total funds spent for books in 1968-69 was $8,000 and $385 was spent for periodicals. The library is run by a professional librarian who keeps the library open nine hours a day on weekdays. The library is not available in the evenings or on weekends. Because of the newness of the library program no reader's guidance or special activities are offerred, but as a special service books are sent to hospitalized patients as needed. The library does not provide film service nor does it have collections of audio-visual materials. The institution does make use of the services of the State Library.

LAKE BUTLER RECEPTION AND MEDICAL CENTER. This facility has the responsibility for all male offenders brought from the courts for classification and orientation. In the near future it will also be the major hospital for the entire prison system. The entire unit is new and construction is still going on.

Inmates' Library

There is a library for the group of inmates who are not transient. This library is still in the beginning stages. There was no statistical report from the institution. The inmates at Lake Butler, who will be transferred to other prisons as soon as the classification and orientation programs are completed, do not have access to the regular library but are allowed small collections of donated books to help them pass the time. There is a definite need to develop a better and more systematic way of providing library service to these transient inmates who have no assigned duties and so have far more empty hours to fill than is normally true in the prison system.

Staff Library

There is no report as to the availability of materials for staff use.

DORRFIELD FACILITY, located in Arcadia has had a varied history as a state institution. It has been a mental hospital, a training center for the retarded and is presently being renovated by the Division of Corrections for future use of the Department of Health and Rehabilitative Services. Its specific function is to be determined by the Legislature.

At the present time there is a construction crew of 42 inmates and this is scheduled to be enlarged to 100 inmates.

Inmates' Library

There is no report from this institution.

The DIVISION OF ADULT CORRECTIONS ROAD PRISONS consists of 19 prison units located from the tropical keys to the northwest panhandle. Each unit houses an average of 50 inmates who range in age from 15 to 58 years with average age of 26. The program emphasis is rehabilitation of the inmate, which is now the dominant philosophy. To assist in the rehabilitation, each unit has an educational program administered and controlled by the Division. The program consists of academic schooling from first through twelfth grade, and a vocational course offering. At present, 12 of the 19 units are conducting a vocational course; the remaining seven units will start one soon.

Inmates' Library

All 19 of the units reporting indicated a library area provided. Only the Gainesville unit reported tha anomaly of having a library of approximately 300 volumes, but no person operating the library and no hours during which the books are available to the inmates. The library areas as reported by the units are located for the most part in a small multi-purpose building, used as a classroom, "recreation hall", chapel area, etc. Usually one wall is given over to shelving where books are available. The library in some units is shelved on one wall of the mess hall which also serves as a multi-purpose room. Other units have shelves of books installed in the dormitories. In most units the books are accessible every evening and on weekends. Only seven units reported circulation figures for the past year with totals ranging from 100 to 5,000. Road Prison schedules and activities are not conducive to such record keeping and it is doubtful that such records would be meaningful.

Book collections are reported to range from 100 to 2,000 volumes. The Division of Corrections has spent state funds and built basic library collections for each road prison. The collections include basic reference tools as well as paperback and hardback fiction and non-fiction books.

Seven of the units report that they supplement their own book collections by making use of other available library services. The methods of use take five forms:

1) Bookmobile service is most popular.

2) Delivery of a deposit of 50 to 100 books bi-weekly or monthly.

3) An officer of the unit takes specific requests from inmates for books and drives to the local library to borrow the listed books.

4) Films are borrowed from a local high school.

5) Individual titles as well as deposits of books are borrowed from the State Library.

Many good suggestions were made by the unit captains. Among the most frequent recommendations were that a good basic book collection be maintained and periodically freshened with current volumes, that additional and regualr funds be alloted for the maintenance of good library service and that additional space and shelving be provided in order to develop a better atmosphere for reading and related activities.

CONCLUSIONS & RECOMMENDATIONS

1. Of prime importance is the matter of professional guidance for the Division's library services, and responsibility for books and materials. There should be established within the Division the position of Coordinator of Corrections Libraries (a professional librarian) who shall have the responsibility for planning, developing, coordinating, and guiding continuing and effective library programs for all institutions of the Division. This position would be a direct link for assistance from the State Library's Consultant for Institution Libraries.

2. The Division must convey to its institutional administrators a realistic approach to budgeting so that adequate funds for a creditable and effective library service can be provided. The attempt to provide library services on the basis of near-nothing financing, and the use of discards for books and "hand-me-down" equipment, assuredly has hindered the attainment of the commendable objectives of the Division's programs for rehabilitation. The state funds budgeted this year for books and materials have given the libraries a massive transfusion and should if continued on a regular basis show marked improvement in the Division's total program.

3. All personnel responsible for institution library programs of the Division should become familiar with the "Objectives and Standards for Libraries in Correctional Institutions" established by the American Correctional Association and approved by the American Library Association. Chapter 20 of the Manual of Correctional Standards published by the American Correctional Association should also be read and frequently consulted.

4. Each institution should develop its main library as a library materials resource center to include a basic collection of books, periodicals, pamphlets, recordings, and other audio-visual materials. The library should be easily accessible to both inmates and personnel on the ground floor of the building in which it is located. A scheduled service of books and periodicals should also be conveyed to inmates confined in hospital sections and in maximum custody situations.

5. The book collections of the major institutions are in need of continued weeding and replacement. Based on standards for correctional libraries, plans for financing and implementing this renovation should be made to provide for current basic reference books, and books for general reading and specific subject matter in suitable quantity and ample variety, reflecting the needs and interests of inmates and staff. There should be a definite annual budget for library purchasing. Planning should also include subscriptions to appropriate periodicals.

6. It is possible that many employees of the various institutions are unaware of the availability of books loaned on an individual basis by the Central Office. Empahsis on inducing awareness of employees regarding this opportunity, as well as the opportunity for discovering pertinent literature through local public library sources and use of the State Library, could well be given by the Division in the normal schedule of directives and in-service training sessions.

7. A program of guidance for inmates is needed to project the essential purpose of library services in a correctional institution. It should be based on a recognition of the value and benefits to be derived from developing good reading habits with the idea of continuing use of library services and reading for pleasure and self-development as valuable leisure time activity when the inmate is released to the community outside the institution. The inmate should be made aware that the community public library is always available for continuing services to readers.

Recommendations for Road Prisons

1. For the initial effort to provide for a useful and effective library for inmates in each of the Road Prison units, there has been established a small basic reference collection consisting of the most recent

edition of a college standard desk dictionary, an atlas, an almanac, a secretarial handbook, a first aid manual and a set of the World Book Encyclopedia or the Colliers Encyclopedia plus a general reading collection, predominantly non-fiction. This reading collection should be freshened by new titles at six-month intervals at the least. In addition a basic selection of at least 12 current periodicals should be available to the inmates.

2. In order to finance Recommendation #1, budgeting in the amount of no less than $250 each year for each unit will be necessary.

3. For the staff of each unit there should be made available a beginning collection of no less than a half-dozen books and manuals covering such subjects as supervision, management, behavioral psychology, correctional procedures, and camp sanitation and hygiene. This program could be financed at $50 per unit.

4. The small sums recommended above will purchase the volumes noted only if purchased as a unit through one jobber or single vendor.

5. Through the convenient relationships of the State Library with local community libraries, a strong effort should be made to assist all Road Prison units in obtaining bookmobile service provided such service is available in the locality. Where community libraries are not developed at the level of being able to render this service, some incentive or instruction enabling the library to reach this level should be obtainable from the State Library. System libraries receiving state assistance funds should consider it an obligation to provide such service now. The practicalities of most bookmobile schedules will limit the service to deposits of books, periodicals and films on a weekly, bi-weekly or monthly basis. However, the deposits should also contain items of specific request.

6. A strong effort should be made to develop a relationship between the Road Prison Units and the State Library. The staff and inmates should be made aware of the ease with which books, both individual titles and small group loans may be borrowed from the State Library.

DIVISION OF ADULT CORRECTIONS

FACT SHEET TABULATION

ACI	Apalachee Correctional Institution
APCI	Avon Park Correctional Institution
FCI	Florida Correctional Institution
FSP-M	Florida State Prison - Main
FSP-E	Florida State Prison - East
GCI	Glades Correctional Institution
SCI	Sumter Correctional Institution

	ACI	APCI	FCI	FSP-M	FSP-E	GCI	SCI
BASIC FACTS							
1. Population	718	611	NR	2,046	1,400	496	594
Age Range	15-27	18-78	NR	17-60	16-60	16-55	15-58
Average Age	18	42	NR	25	22	28	21
2. Staff	203	11	NR	575	45	164	151
Professional	37	11	NR	50	10	25	21
Other	166	0	NR	525	35	139	130
3. School for Inmates	Y	Y	Y	Y	Y	Y	Y
4. Grade Range	1-12	1-12	1-12 Jr. College	0-12 Jr. College	1-12	1-12 Jr. College	1-12
5. Vocational	Y	Y	Y	Y	Y	Y	Planning
LIBRARY FACTS							
1. Library	Y	Y	Y	Y	Y	Y	Y
2. Adm By	Ed Supr	Ed Supr	Ed Supr	Ed Supr	Ed Supr	Ed Supr	Ed Supr
3. Outside Library Service	N	Y	N	Y	N	Y	Y
4. Form of Service	NA	Book Loan	NA	Inter-Lib Loan	NA	NR	Inter-Lib Loan
5. Area (sq ft)	2,240	1,500	1,600	2,000	2,250	351	1,850
Seats	36	16	20	30	50	16	30
6. Books Available	13,500	7,000	5,014	13,000	8,500	4,000	4,966
For Staff	100	NA	16	None	None	25	Incl.
7. Book Circulation (68-69)	NR	20,394	7,645	10,000	5,600	5,825	3,920
For Staff	NR	NA	NR	None	None	NA	Incl.

DIVISION OF ADULT CORRECTIONS

	ACI	APCI	FCI	FSP-M	FSP-E	GCI	SCI
8. Spent for Books (68-69) For Staff	$10,000 $ 200	$8,089 NA	$10,000 NR	$8,000 None	$5,600 None	$8,000 $165	$8,000 Incl.
9. Spent for Periodicals (68-69) For Staff	$ 275 $ 25	$272 NA	NR NR	$300 None	$150 None	$589 $104	$385 Incl.
10. Other Expenses For Library	$2,000	$1,063	NK	$2,000	$1,200	$375	NR
11. Sources of Funds	State	Budget Commission	Ed Budget	Ed Dept.	Operating Expenses	State	State
12. Professional Librarian	NR	NR	Y	N	N	Y	Y
13. Operated By	NR	NR		Ed Supr	Ed Supr		
14. Hours Open	8 M-F	7 M-F 4 S-S	NR	9-Daily	8 M-F	9 M-F 3 S-S	9 M-F
15. Scheduled Visits	N	N	N	N	N	N	N
16. Book Cart Service, etc.	N	NR	N	N	N	N	Y
17. Reading Guidance	Y	N	N	Y	N	Y	N
18. Given By	Librarian	NA	NA	Ed Dept	NA	Librarian	NA
19. Special Programs	Y	N	N	N	N	Y	N
20. Catalog	Y	Y	Y	Y	Y	Y	Y
21. Dewey System	Y	Y	Y	Y	Y	Y	Y
22. Inmates as Assistants	Y	Y	Y	Y	Y	Y	Y
23. How Many	5	3	2	7	5	4	6
24. Vols Bought Annually For Staff	3,000 NR	2,200 NA	NR NR	2,500 None	2,300 None	1,500 150	2,700 NR

DIVISION OF ADULT CORRECTIONS

	ACI	APCI	FCI	FSP-M	FSP-E	GCI	SCI
25. Discarded Annually for Staff	1,000 NR	2,000 NA	NR NR	1,000 None	1,200 None	NA NA	NA NA
26. Periodicals Bought Annually for Staff	56 NR	49 NA	NR NR	50 None	12 None	62 25	NA NA
27. Pamph-Picture Collection	Y	Y	N	Y	N	Y	Y
28. Films	Y	N	NR	N	Y	N	N
29. Library Adequate	Y	N	N	N	Y	N	N

DIVISION OF ADULT CORRECTIONS -- ROAD PRISONS

FACT SHEET TABULATION

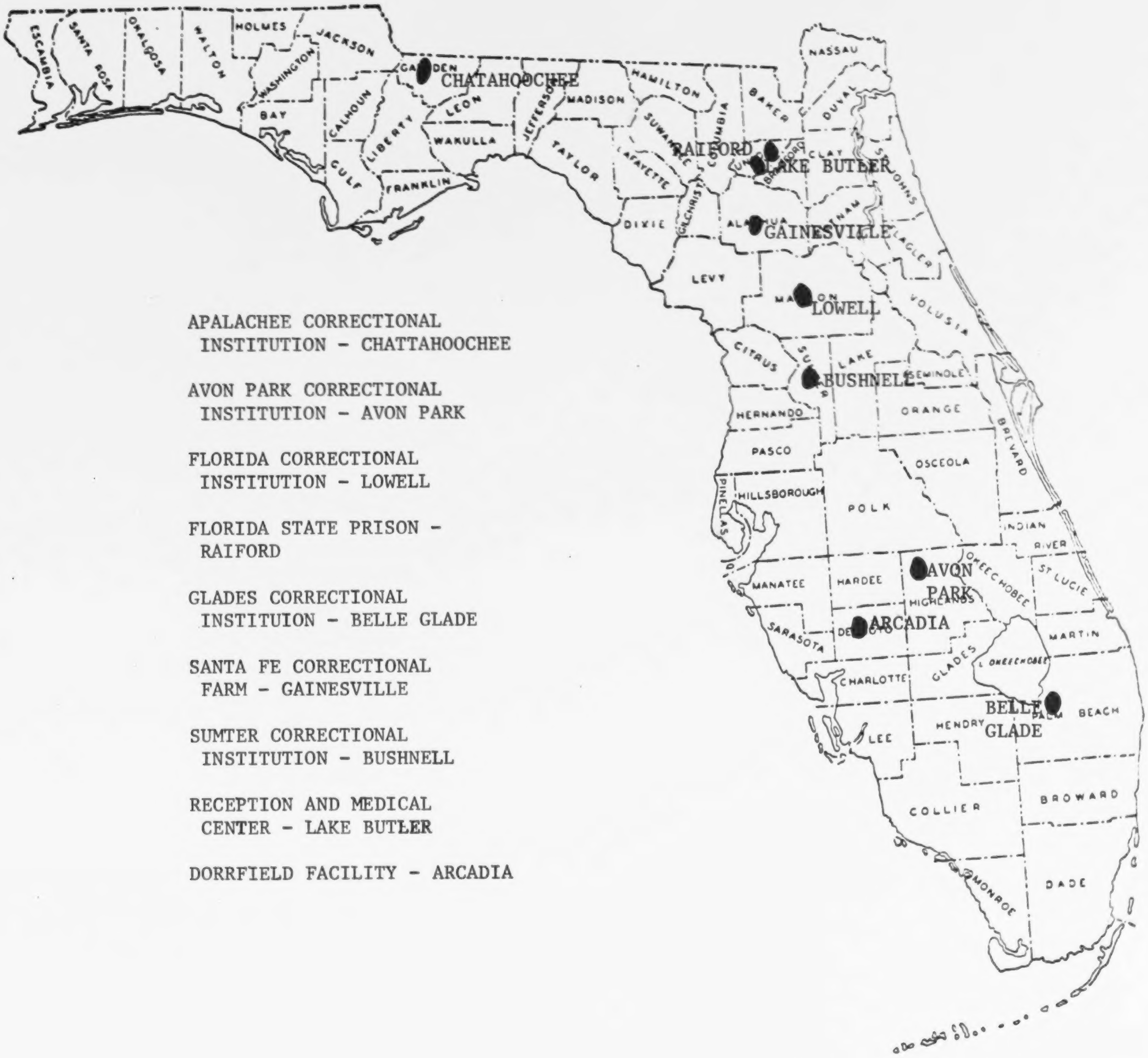
	POP	AGE RANGE	AV. AGE	STAFF	SCHOOL	LIBRARY	AREA SQ FT	LIBRARY BOOKS
#11 - ARCADIA	55	21-50	25	NR	Y	Y	250	400
#12 - BARTOW	66	17-42	27	NR	Y	Y	1,120	2,000
#13 - BROOKSVILLE	NO REPORT WAS RETURNED							
#15 - LARGO	70	17-45	28	12	Y	Y	200	250
#16 - LA BELLE	58	18-38	24	1	Y	Y	200	200
#17 - ZEPHYRHILLS	64	18-48	24	3	Y	Y	NR	335
#23 - DOCTORS INLET	67	20-35	24	3	Y	Y	Dorm	NR
#24 - GAINESVILLE	57	18-49	25	NR	Y	Y	NR	300
#25 - LAKE CITY	58	17-50	24	18	Y	Y	78	700
#35 - PANAMA CITY	54	17-41	26	22	Y	Y	120	700
#37 - TALLAHASSEE	69	NR	23	20	Y	Y	600	350
#38 - CARYVILLE	52	18-46	28	14	Y	Y	800	350
#39 - NICEVILLE	57	19-46	33	17	Y	Y	NR	125
#41 - BIG PINE KEY	58	19-42	25	9	Y	Y	135	190
#42 - COPELAND	70	18-42	25	12	Y	Y	120	300
#43 - POMPANO BEACH	63	17-40	28	12	Y	Y	Dining Room	100
#46 - LOXAHATCHEE	56	17-50	30	10	Y	Y	NR	Small
#53 - EAST PALATKA	60	17-44	26	5	Y	Y	Locker	200
#59 - KISSIMMEE	51	17-42	27	3	Y	Y	160	570
SFCF - GAINESVILLE	42	19-50	NR	2	Y	Y	800	352

DIVISION OF ADULT CORRECTIONS -- ROAD PRISONS

	STAFF LIBRARY BOOKS	PERIOD-CALS	*LIBRARY FUNDS SPENT	OTHER EXPENSES	HOURS OPEN	OUTSIDE LIB SER	LIBRARY ADEQUATE
#11 - ARCADIA	Some	NR	$ 600	$ 200	14/wk	Y	N
#12 - BARTOW	2,000	NR	$1,200	0	3/wk	N	Y
#13 - BROOKSVILLE			NO REPORT WAS RETURNED				
#15 - LARGO	NR	3	$ 40	NR	4/wk	N	Y
#16 - LA BELLE	NR	4	NR	NK	37/wk	N	Y
#17 - ZEPHYRHILLS	335	0	NR	NR	6/wk	Y	N
#23 - DOCTORS INLET	NR	NR	NA	NA	NR	Y	N
#24 - GAINESVILLE	NR	NR	Nk	NK	NR	N	N
#25 - LAKE CITY	10	15	$ 500	$ 80	2/wk	Y	N
#35 - PANAMA CITY	700	0	NR	NR	1½/wk	Y	Y
#37 - TALLAHASSEE	350	NR	$1,665	0	2/day	Y	N
#38 - CARYVILLE	NR	NR	$ 100	$ 200	Daily	Y	N
#39 - NICEVILLE	NR	NR	NR	NR	15/wk	N	Y
#41 - BIG PINE KEY	190	NR	$ 220	NR	2/wk	Y	Y
#42 - COPELAND	Incl.	2	$ 952	NR	Daily	N	Y
#43 - POMPANO BEACH	NR	NR	NR	NR	18/wk	N	Y
#46 - LOXAHATCHEE	Small	NR	NR	NR	2/day	N	N
#53 - EAST PALATKA	NR	NR	NR	NR	10/wk	N	N
#59 - KISSIMMEE	72	NR	NR	NR	3/day	Y	Y
SFCF - GAINESVILLE	NR	NA	$ 625	$1,304	12/wk	Y	N

* There were no expenditures reported for the staff library.

DIVISION OF ADULT CORRECTIONS



APALACHEE CORRECTIONAL
INSTITUTION - CHATTAHOOCHEE

AVON PARK CORRECTIONAL
INSTITUTION - AVON PARK

FLORIDA CORRECTIONAL
INSTITUTION - LOWELL

FLORIDA STATE PRISON -
RAIFORD

GLADES CORRECTIONAL
INSTITUION - BELLE GLADE

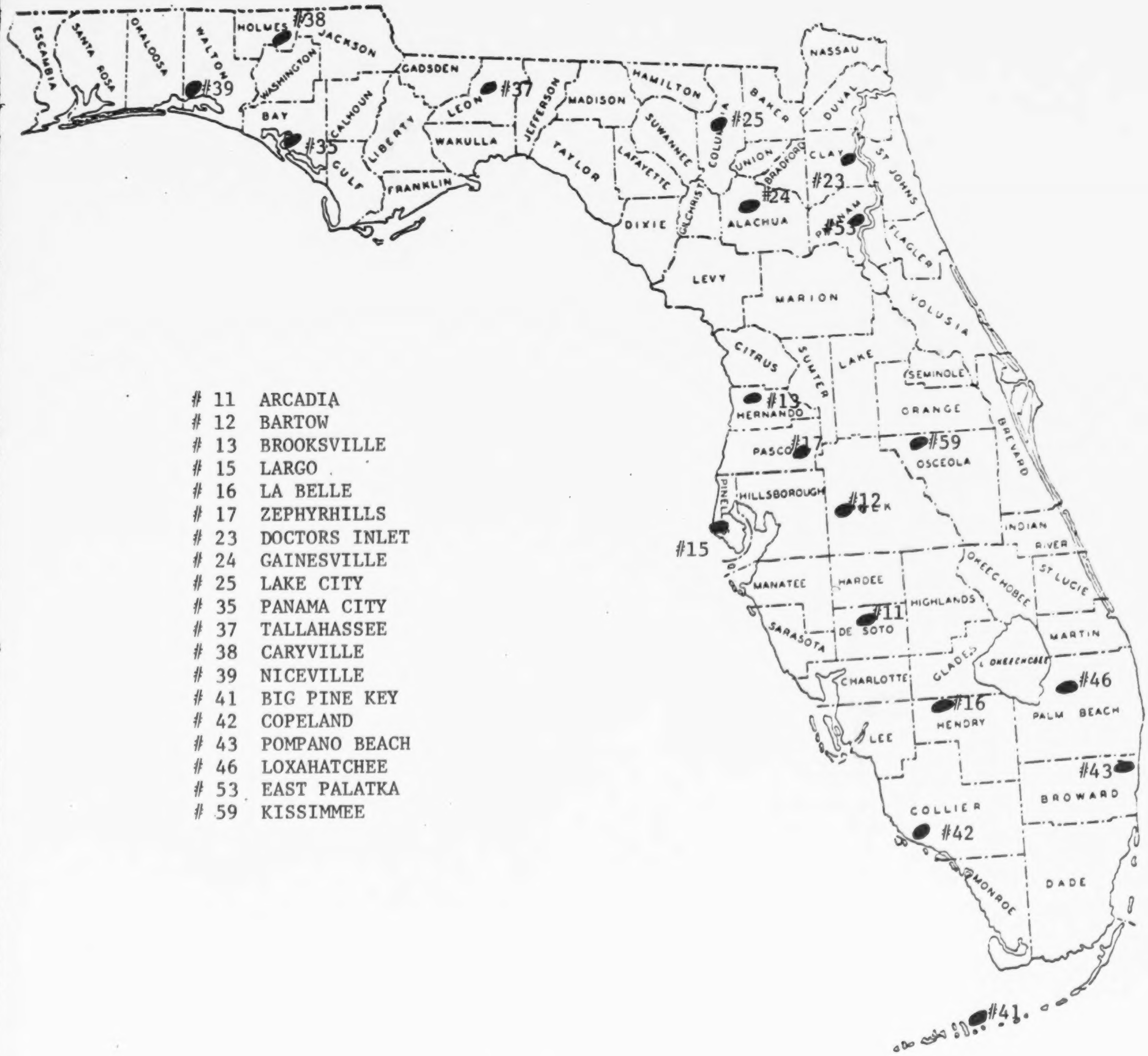
SANTA FE CORRECTIONAL
FARM - GAINESVILLE

SUMTER CORRECTIONAL
INSTITUTION - BUSHNELL

RECEPTION AND MEDICAL
CENTER - LAKE BUTLER

DORRFIELD FACILITY - ARCADIA

DIVISION OF ADULT CORRECTIONS
ROAD PRISONS



# 11	ARCADIA
# 12	BARTOW
# 13	BROOKSVILLE
# 15	LARGO
# 16	LA BELLE
# 17	ZEPHYRHILLS
# 23	DOCTORS INLET
# 24	GAINESVILLE
# 25	LAKE CITY
# 35	PANAMA CITY
# 37	TALLAHASSEE
# 38	CARYVILLE
# 39	NICEVILLE
# 41	BIG PINE KEY
# 42	COPELAND
# 43	POMPANO BEACH
# 46	LOXAHATCHEE
# 53	EAST PALATKA
# 59	KISSIMMEE

DIVISION OF MENTAL HEALTH

The Division of Mental Health of the Department of Health and Rehabilitative Services is the state agency designated as the Mental Health Authority of Florida. The responsibility extends to the planning, development and coordination of a complete and comprehensive statewide program of Mental Health including state mental hospitals, community mental health services, alcoholic rehabilitation services, research and training.

The State of Florida's Hospitals for the care and treatment of these mentally ill are administered by the Division of Mental Health. Each of the four state mental hospitals is authorized under Chapter 394, Florida Statutes. The primary functions of the hospitals are to admit, diagnose, treat, and rehabilitate patients who have been committed by the courts or those who request admission voluntarily. Each hospital is given authority to develop its treatment program within the general policies of the Division. There is a close relationship between the state mental hospitals and community mental health centers and mental health clinics in order to avoid unnecessary admissions to the state mental hospitals and in order to assure a continuity of care. The existing hospitals are:

1. Florida State Hospital at Chattahoochee; activated in 1876
2. G. Pierce Wood Memorial Hospital at Arcadia; activated in 1947
3. South Florida State Hospital at Hollywood; activated in 1957
4. Northeast Florida State Hospital at Macclenny; activated in 1959

Strengthening and improving of the state mental hospital program rather than expansion of existing facilities is planned. This involves:

1. Provision of more varied and extensive activities programs and other measures designed to improve the quality of life in institutions and provide a more therapeutic milieu.
2. Development of the whole range of treatment modalities designed to meet the varying needs of acute, short-term patients, chronic patients, elderly patients, and children, all of diverse sociocultural backgrounds.
3. Intensified efforts during the period of hospitalization in working with the patient and his family for the purpose of planning for the patients release to the community and his reassumption of vocational, familial and other social roles. This involves employment of more professionals in the hospitals and more effective channels of communication between hospitals and communities.

Patients' Library

Considering the great number and variety of educational activities constantly in progress in the Division's institutions, a substantial source for basic facts to pursue these activities would be a well-organized library. The institutions do provide library areas, but the library service rendered varies. No professional librarians are employed and the libraries are variously operated by Clerks, Recreational Therapy Aides, and Occupational Therapy Aides, with the assistance of patients; in this relationship the libraries are used to excellent purpose serving as practical occupational therapy where patients learn to shelve books, file cards, check books to borrowers and select and cut out magazine articles and pictures for filing or for scrapbooks to be used by less-oriented and confined patients.

None of the libraries, however, begin to measure up to the minimum standards for patients' libraries in hospitals accepted and endorsed by the American Hospital Association, American College of Surgeons, American Library Association and Medical Librarians Association. Not only is the quantity of volumes per patient quite below the minimum (3.5, 3.1, 2.5, and 2.4 books per patient), but there is also the astounding fact that almost all the books in the four hospitals are donations and only a small amount of Federal money has been used to upgrade what in general are extremely poor collections. There are more than 31,000 volumes in the hospitals donated by diverse agencies, groups and individual well-meaning people who either no longer have any use for the books or actually believe the books will have value in conveying specific philosophies. The non-selective aspect of the books, their tattered condition, as well as their age, as witnessed by this writer certainly conveys the impression of a convenient dumping. Nevertheless, much time is spent by the activities therapists in attempting to select suitable titles from these castoffs. Apparently it is felt by donors of these "gifts" and also suprisingly by some of the hospital personnel, that this conditional aspect is not important to persons with disorders. Paradoxically, there is much concern with the institutions' picturesque landscaping and architecture, color decor of interiors and personal appearance of patients and staff. The libraries at Arcadia and Hollywood have been more carefully and thoroughly weeded than the other two hospitals and the results are very easily seen. Both the Arcadia and Hollywood libraries have a neater and more spacious feeling and in general have a very pleasant if undefinable atmosphere.

Back issues of periodicals are also provided in large bulk by agency and individual donations, and here again much time is spent in selection from these heaps. It can be said, however, that considering the many uses and the ephemeral nature of this material, these donations do have value as long as careful selection of issues is maintained.

Chattahoochee and Hollywood were the only two hospitals reporting expenditures for books. Chattahoochee reported $2,756 and Hollywood $413. In both cases, part of the money was canteen funds and the rest came from Federal grants under L.S.C.A. Title IV-A. All four hospitals reported some expenditures for other library operations ranging from $50 at Macclenny to $4,514 at Chattahoochee. The unusually large amount spent at the Florida State Hospital was again a mixture of canteen and Federal funds and seemed to be used primarily for binding supplies for patient therapy rather than for actual operation of the library.

Despite the fact that there are small book collections for patients in resident areas in both Chattahoochee and Macclenny, in view of the number of patients in the two hospitals, the space provided for the central library is about 100% too small. The library area is extremely crowded with the equipment, materials, and seating now available. At Chattahoochee, especially, the overcrowded room filled to overflowing with the old worn out and patient rebound books and the heavy dark furniture can't help but have a rather depressing affect on the patients who do visit the library. The library at the hospital in Hollywood appears to represent sufficient space and equipment to operate a fairly adequate library service provided proper guidance and new books could be obtained.

Book circulation to patients in the Division totalled 27,000 volumes in 1968-69 with more than 50% of the total circulated at the Hollywood hospital. This percentage appears to be a logical result of the very active educational programs in evidence there and the fact that the library is easily accessible eight hours a day. It is quite possible that book circulation may be greater than figures reported from Chattahoochee and Macclenny, in view of the use of informal book collections available in residential buildings.

Chattahoochee does not provide library service other than the lending of books and periodicals. All three of the other hospitals conduct book reviews and book discussion groups and Arcadia and Hollywood also report the use of recordings as a regualr part of their program. All the libraries reported that the books are cataloged, but only Arcadia indicated that the Dewey classification is used. Only Chattahoochee does not provide a picture-pamphlet-clipping file. Hollywood is the only hospital which reports the provision of a film service.

Staff and Technical Libraries

All of the hospitals provide space for staff libraries. In fact, there are several staff libraries at Chattahoochee. One constitutes the resource library for the Department of Nursing Education which is responsible for the courses in psychiatric nursing and the in-service training programs for graduate nurses and non-professional nursing personnel. In view of the responsibilities of this department and the resource material that should be available, the library area should be enlarged. Most of the books on the shelves were quite out-of-date and seemed to be multiple copies of textbooks no longer in use. Current technical periodicals as well as back issues are available.

Of the other three hospitals, Arcadia reported a medical library but no figures and Macclenny and Hollywood reported a total of 1,894 technical volumes available for the staff, of which Hollywood has 1,674 volumes. Hollywood, like Chattahoochee maintains no circulation records. Macclenny reported a curculation of 520 books from a collection of 220 volumes. The Macclenny staff library demonstrates pointedly the use that will be made of a library designed and furnished with attracting the user in mind.

A total sum of $5,414 was reported as spent for the four hospitals' staff libraries in 1968-69. In this period $3,534 was spent for books and $1,880 for periodicals.

CONCLUSIONS & RECOMMENDATIONS

1. Of prime importance is the matter of professional guidance for the Division's library programs, and responsibility for books and materials. There should be established within the Division the position of Coordinator of Mental Health Libraries (a professional librarian) who shall have the responsibility for planning, developing, coordinating and guiding continuing and effective library programs in all hospitals of the Division. This position would be a direct link for assistance from the State Library's Consultant For Instituion Libraries.

2. Where it is not possible to hire a professional librarian, definite

full-time responsibility should be assigned by each institution to a suitably qualified and interested employee who will look after library interests for that specific institution with the cooperative assistance and training by the Division's Library Coordinator.

3. The book collections of the patients' libraries in the four hospitals are in need of almost complete replacement and plans for financing and implementing a complete renovation should be made to bring the book collections up to recommended standards in quality as well as quantity. This planning should be completed within a range of two years with an additional five-year plan of enhancement to include sufficient periodicals, recordings and other audio-visual materials.

4. Each institutional administrator should appoint a committee of from three to five interested employees representing various administrative units within the instituion who will act as a library board concerned with the institution's library service in all its phases. This has been done at Arcadia and shows signs of great success.

5. All personnel responsible for library service should become familiar with the Objectives and Standards For Hospital Libraries accepted and endorsed by the American Hospital Association, American College of Surgeons, American Library Association, Medical Library Association, and the Special Libraries Association (a copy of which may be found in this report). Of course, every effort should be made to follow the guidelines suggested in the Standards for Effective Library Service.

6. Institutional administrators should adopt a realistic approach to budgeting so that adequate funds for a creditable and appropriate library service can be provided. The attempt to provide library services on the basis of near-nothing financing, and the use of discards for books assuredly hinders the attainment of treatment objectives of the Division.

7. Serious attention should be given to the matter of revamping staff library services to include necessary accommodation for the needs of nonprofessional staff, and certainly a more business-like accounting for the books and materials would be of prime order.

8. A program is needed in the institutions to enhance the beneficial potential of bibliotherapy for patients relating to continuing use of books and community library services on trial and terminal return to normal community life.

The BUREAU OF ALCOHOLIC REHABILITATION was made a part of the Division of Mental Health within the Department of Health and Rehabilitative Services in 1969 by the Legislature of the State of Florida. The Bureau is under the direction of a Chief, who has a five-member, Governor appointed, unpaid Advisory Council to assist him in devising basic policy and strategy for the program.

The Florida Alcoholic Treatment and Research Center, located in Avon Park, offers 28-day residential treatment to patients referred by the outpatient clinics or by licensed Florida medical or osteopathic physicians.

It is a 58-bed installation and includes on its staff: physicians, psychologist, social workers, chaplains, registered and practical nurses, alcoholism counselors, occupational therapists, and vocational rehabilitation counselors.

The Center operates on a therapeutic community principle, which places the patient in a community setting with other patients and gives the staff an opportunity to evaluate him from various aspects.

The minimal aim of treatment is to assist the patient to maintain sobriety. Hopefully, the patient will also be pointed in the direction of better physical and emotional health, as well as more satisfying interpersonal relationships and social orientation through treatment, and through an introduction to Alcoholics Anonymous toward a continuing program of sobriety.

This treatment may be accomplished at the Center or through one of the five outpatient clinics located throughout Florida. There is also cooperative facilities in some areas of the state.

The Bureau also operates an extensive educational program on the subject of alcoholism, which emanates from the Center. There is continuous outflow of literature and numberous eye-catching and readable brochures, leaflets and pamphlets mobilizing the alcoholic problem, symptoms, cautions, and calls for understanding. The Center also operates an extensive film library on the subject of alcoholism and emotional problems. Our library facilities serve as a resource on alcoholism for almost all professional disciplines in the state. The literature, films, and resource material is made available to the public free of charge.

Patients' Library

The library area comprises 200 square feet adjacent to the main part of the recreation building. Along one wall for about ten feet is the present shelf area for books. At the time of the report there were 400 books in the library, 200 of which were borrowed on group loan from the Florida State Library.

Over $1,800 was expended for books, periodicals and other library operations. This included a $900 Federal grant received by the institution under L.S.C.A. Title IV-A. The library has been renovated and modernized. There is a Library Programs Chairman responsible for the overall program and the library is open from 8:00 a.m. to 8:00 p.m. on week days and there is additionally free access on the weekends.

There is adequate seating, but it is not conducive to reading since activities in the main lounge could be distracting. However, library use is commendably informal and convenient for browsers who may select desired volumes from the shelves and carry them to their rooms.

There is a form of reader's guidance offerred by the staff and there are tapes and records available for the patients pleasure. It was reported that the library does provide film service, but that a picture-pamphlet-clipping is not maintained.

There is no adequate local community library, but the institution does avail itself of the services of the State Library.

Staff Library

A room of 240 square feet with seating for 15 is used as a library and conference room. The present room is limited for library use as it is often used for conferences. There are 500 volumes and 20 periodicals housed here.

The center reported $700 spent for professional books last year and $600 for periodicals for staff use. Approximately $300 was spent to further enrich the regional libraries on alcoholism, which are strategically placed throughout the state. The center also subscribes to a useful research annotation service for basic literature on alcoholism. Part-time care of the library is obtained from a secretary.

CONCLUSIONS & RECOMMENDATIONS

1. At the present time the Bureau of Alcoholic Rehabilitation is planning for a new building. This new facility will release space that can be effectively used as a full-time staff and student trainee library. The staff library should continue to be built up since it serves as a state-wide research center for alcoholism.

2. The space for the patients' library is adequate for the program, but the collection should continue to be developed until no less than 500 volumes of appropriate variety relating to patients' interests, and supporting various recreational and occupational activities required of patients in the Center's therapy program. A minimum basic reference collection should be kept up to date. Subscriptions to at least 12 periodicals should be continued for patients' use. Annual budgeting should be based on a plan for suitable freshening of the collection and replacement of worn and out-dated volumes.

3. A serious consideration should be activated for adequate funding for library needs of staff and patients.

4. A fruitful opportunity is potentially evident in the treatment program by demonstrating the practical values and benefits of reading to patients as a carry-over habit that has been relearned, and can be remembered as an attractive palatable activity to be continued in re-entering community life. Some part of counselling should advance awareness to the patient that the community public library is always available to provide continuing serivce and nurture reading for expansion of the individual's knowledge, pleasure and insight.

DIVISION OF MENTAL HEALTH

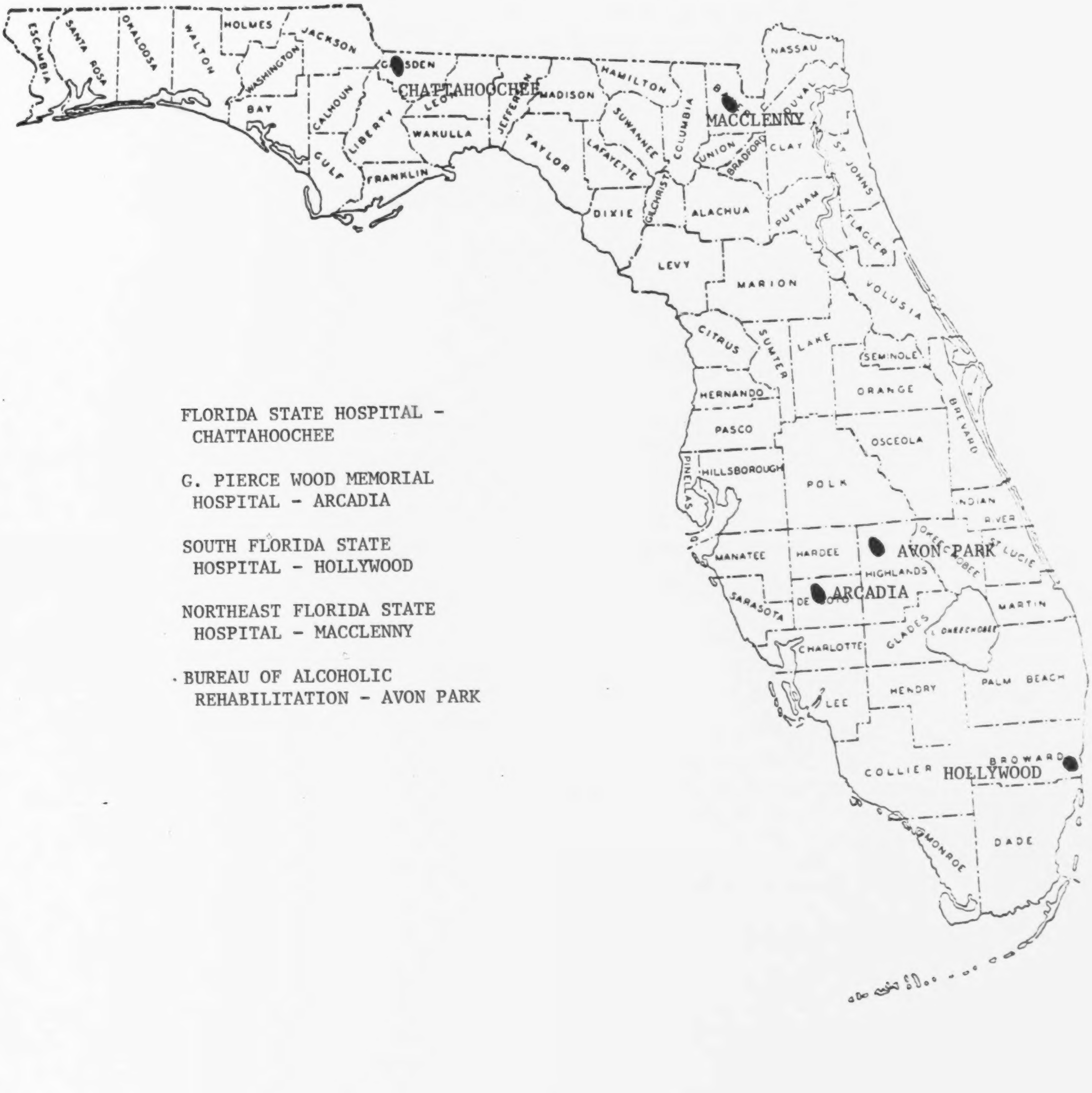
FACT SHEET TABULATION

	ARCADIA	CHATTAHOOCHEE	HOLLYWOOD	MACCLENNY	BUREAU OF ALCOHOLIC REHABILITATION
BASIC FACTS					
1. Population	1,543	5,190	2,268	1,200	800
Age Range	12-95	14-111	12-80	14-116	16-74
Average Age	NR	NR	NR	38	45
2. Staff	1,019	2,357	900	800	75
Professional	92	162	900	120	45
Other	927	2,195	0	680	30
3. School for Patients	N	N	Y	Y	N
4. Range of Grades	NA	NA	1-12	1-12	NA
5. Vocational	NR	N	Y	N	NR
LIBRARY FACTS					
1. Library	Y	Y	Y	Y	Y
2. Adm By	Recreation & Librarian	Occupational Therapy	Clinical Director	Activity Therapy	NR
3. Outside Library Use	N	Y	Y	N	Y
4. Kind	NA	Books & News Articles	Books & Money	NA	Inter-Lib Loans
5. Area (sq ft)	2,400	4,335	Large	1,470	200
Seats	54	63	120	38	15
6. Books Available	4,000	18,170	5,439	3,800	400
For Staff	Medical Library	4,320	1,674	220	500
7. Book Circulation (1968-69)	1,000	4,390	10,467	5,200	100
For Staff	Medical Library	1,976	NK	520	50
8. Spent for Books (1968-69)	Donations	$2,756	$413	0	$300
For Staff	Medical Library	$417	$1,459	$972	$775
9. Spent for Periodicals (1968-69)	$900	$9,467	$197	$380	$75
For Staff	$246	$1,103	$918	$300	$400

DIVISION OF MENTAL HEALTH

	ARCADIA	CHATTAHOOCHEE	HOLLYWOOD	MACCLENNY	BUREAU OF ALCOHOLIC REHABILITATION
10. Other Expenses For Library	$115	$4,514	$2,186	$50	$1,500
For Staff	0	0	$4,000	$15	$2,500
11. Source of Funds	State	State	Federal	State	State & Federal
12. Professional Librarian	N	N	N	N	N
13. Operated By	Library Clerk	Occupational Therapy	Therapy Department	Activity Therapy	Library Chairman
14. Hours Open	5 hrs M-F	8 hrs M-F	7 hrs M-F	6 hrs M-F	11 hrs M-F
15. Scheduled Visits	N	N	N	N	N
16. Book Cart Service, etc.	Book cart to wards	Branch Library Service	N	N	N
17. Reading Guidance	Y	NR	N	Y	Y
18. Given By	Librarian	NR	NA	Librarian	Staff Member
19. Special Programs	Book Reviews & Discussion Group	N	Book Reviews & Discussion Group	Book Reviews & Discussion Group	Tapes & Records
20. Catalog	Y	Y	Y	Y	Y
21. Dewey System	Y	N	Y	N	N
22. Residents as Assistants	Y	Y	Y	Y	Y
23. No. Assistants	4	16	4	4	1
24. Vols Bought Annually	0	Varies	402	0	75
For Staff	Medical Library	Varies	160	110	75
25. Discarded Annually	NR	100	312	300	0
For Staff	250	0	19	0	0
26. Periodicals Bought Annually	Donations	32	48	20	12
For Staff	35	75	69	30	50
27. Pamph-Picture Collection	Y	N	Y	Y	N
28. Films	N	N	Y	N	Y
29. Adequacy	N	Y	N	N	N

DIVISION OF MENTAL HEALTH



FLORIDA STATE HOSPITAL -
CHATTAHOOCHEE

G. PIERCE WOOD MEMORIAL
HOSPITAL - ARCADIA

SOUTH FLORIDA STATE
HOSPITAL - HOLLYWOOD

NORTHEAST FLORIDA STATE
HOSPITAL - MACCLENNY

BUREAU OF ALCOHOLIC
REHABILITATION - AVON PARK

DIVISION OF RETARDATION

The Division of Retardation grew out of the Division of Sunland Training Centers created by the Legislature in 1961 to supervise, coordinate and develop programs for State-operated facilities for mentally retarded persons. Persons eligible as residents or patients must be legal residents of Florida and diagnosed as mentally retarded. Admission is gained by review by county courts.

There are four institution known as Sunland Training Centers that "provide sheltering protection...opportunity for each individual to grow physically, mentally, emotionally, spiritually, and socially to his full limits of growth...to rehabilitate him within his limitations and the limitations of the knowledge and culture of his times; to train and educate him insofar as his capabilities permit, with the goal...of permitting him to live his life, whether in the institution or returned to the community, with as much dignity, happiness and usefulness as may be inherent in him". These facilities are located at Fort Myers, Gainesville, Marianna, and Miami. Gainesville, the oldest of the institutions, opened as the Florida Farm Colony for the Epileptic and Feebleminded in 1921, while the other three have opened since 1960. The two Sunland Hospitals, activated at Orlando in 1960 and at Tallahassee in March 1967, emphasize medical and nursing care for mentally retarded patients of all ages who are totally and permanently non-ambulatory or crib-type cases.

At the time of the survey, there were approximately 6,000 residents under the care of about 5,000 employees in the six institutions. The chronological ages of residents range from 3 months to 74 years, and about one-third of the Division's population are in residence at the Gainesville Center.

The two hospitals as well as the four training centers offer a veritable beehive of creative treatment programs comprising academic education, pre-vocational training, socialization and recreational activities, psychological therapies and expert medical services. There is great dependence on a large following of volunteers to assist in the busy schedules, expecially in socialization and recreational activities. This comprehensive activity is enhanced by intensive and diligent in-service training programs for staff, and calls for a great undertaking in public relations.

Inauguration of a Sunland-operated but public Diagnostic and Evaluation Center at Miami has enhanced the chances of residents, and prospective residents, leaving or avoiding institutional care, and has already resulted in dismissals and/or referrals. Supplementing this Diagnostic and Evaluation program, and also intended to minimize or prevent institutional placements, are comprehensive Division programs in communities in cooperation with private, non-profit agencies.

Resident Libraries

At the time of the survey libraries were reported in five of the seven Sunlands. One was in the planning stage at the Fort Myers Sunland and the seventh Sunland at Arcadia was in the process of being closed, and no report was received from that institution.

The Sunland Training Center at Gainesville has the only fully operating library with 1,640 square feet and seating for 70. It houses approximately 2,000 volumes. The library at the Sunland Training Center at Miami is a classroom of 1,200 square feet which has recently been converted into a library. It was reported that the library contains 2,000 books. It is doubtful if the collection is indeed that large and what is there is predominently donated books. The Sunland Training Center at Marianna also reports a library of 1,200 square feet, but this library only contains approximately 800 books and is primarily a materials center for teacher use. The Sunland Hospital at Orlando has recently converted a small room of 200 square feet into a reading area. At the time of the survey there were only 50 books in the collection. The Hospital at Tallahassee also has a small room of approximately 360 square feet with 200 volumes in the collection. Only Gainesville, Miami and Fort Myers have provided adequate space and seating for library services. There are only 5,066 books (mostly gifts and donated discards) reported as available to the more than 6,100 residents of the training centers and hospitals. It is significant that the Center at Gainesville with only about one book available per resident is reporting a meaningful circulation of 5 volumes per resident in 1968-69. Where books are made available and reading is encouraged, reading is obviously a popular activity. Keeping circulation records with books to be returned at a certain time in the future is part of the schedule of learning disciplines and for accepting responsibility.

Expenditures for books in 1968-69 for five of the institutions totalled $4,812. A large portion of these funds came from L.S.C.A. Title IV-A grants to the Division of Mental Retardation.

Although no professional librarians are employed, Gainesville does have a certified full time school librarian in charge of its program. The rest of the facilities with libraries indicated they are managed by teachers or a clerk. Orlando has hired a part-time librarian to handle a regular daily series of programs. The library hours vary from 4 to 8 hours daily, Monday through Friday.

All institutions, except for Fort Myers and Marianna, conduct special programs of readings and story telling. In addition, Gainesville and Marianna report book reviews. All the Sunlands have collections of filmstrips and records. Gainesville, Fort Myers and Marianna also report collections of tapes and transparancies.

The hospitals at Orlando and Tallahassee report the use of the local public library and they are also the only two Sunlands to have actively used the group loan services of the State Library.

Staff Libraries

Gainesville, Orlando, Marianna, and Tallahassee report the presence of staff libraries. Collections range in size from 100 volumes in Gainesville to 1100 volumes in Orlando. Most of the books though are out of date. Orlando has spent $1,000 for books and periodicals for its staff use and has up-graded its collection considerably. No valid circulation statistics appear to be available. In general, the staff libraries are the responsibility of the medical records librarian or a clerk. In all cases the libraries are much limited by space and are not always readily accessible to the staff.

CONCLUSIONS & RECOMMENDATIONS

Institutional administrators and library supervisors are in earnest agreement that library facilities and services are in need of extensive development. They readily acknowledge the need for good library programs in the institutions and are interested in activating such development provided proper guidance and adequate funds are available.

The following recommendations should be considered in planning for library services of acceptable standards for the Division's institutions.

1. Of prime inportance is the matter of professional guidance for the Division's library services, and responsibility for books and materials. There should be established within the Division the new position of Coordinator of Sunland Libraries (a professional librarian) who shall have the responsibility of planning, developing, coordinating and guiding continuing and effective library services for all institutions of the Division. This position would be a direct link for assistance from the State Library's Consultant For Institution Libraries.

2. The basic problem of space and management has been solved only at the Gainesville Center. However, the remaining five institutions are in drastic need of adequate space for library services. With these conditions, no less than 2,000 square feet for each facility should be considered with allowance of 600 square feet for staff library facilities. The library should be available on the ground floor of the building in which it is located with easy access to residents and personnel.

3. The Division should convey to its institutional administrators that there is a serious interest in a realistic approach to budgeting so that adequate funds can be provided for creditable and effective library services. Costs of library materials and services should be funded from both State and canteen sources.

4. Each institution should draft plans for early development and budgeting for a central or main library as a library materials resource center to include an ample collection of appropriately selected, currently useful books, periodicals, pamphlets, recordings and other audio-visual materials that will serve the diverse needs of both residents and personnel. The book collection for residents should be especially strong in quantity and variety of "pop-up" books to increase awareness in the aspects of three-dimensional entities and how they are operated.

The hospitals should develop an ample schedule of books and periodical services to the wards. There should be an adequate bed stand beside each bed to provide, among other things, storage space for readily available reading materials desired by the patient.

5. In view of the scarcity of available professional librarians, where it has not been possible to find a librarian, the Division should direct its institutional administrators to make definitive responsibility assignments to the most qualified and interested personnel available to assume responsibility for management and operation of each of the institutions' libraries on a full time basis.

6. The employee appointed to manage the institution library should supervise as many resident assistants as the extent of the library operation

calls for. The library manager should operate under an institutional committee of from three to five advisors, constituting a library board or committee, appointed by the superintendent to ensure the library program is properly funded as well as functional in such details as management, selection of materials, and regulations for operation. Such a committee should include the institutional head of treatment, the head of personnel, the head of the school program, and an occupational or activities therapist. The library manager should attend all meetings of the library committee and make whatever reports called for by the committee.

7. All personnel who have some responsibility for library service should become familiar with the "Standards for School Library Programs" and the guidelines for services in "Hospital Libraries".

8. Among the suggestions made by administrators, detailing the need for library facilities, personnel, books and materials, was the interesting proposal for considering the library as not only a center for the usual books and audio-visual materials, but also as the location for the major portion of instructional and recreational equipment such as game sets and constructive toys to be borrowed in the same manner as books. This is a suggestion of value that should be explored seriously for practicality and feasibility. An additional 1,000 square feet of space to the 2,000 square feet already noted as minimum would be needed for this accommodation.

9. Availability of local public library services and opportunities for using services of the State Library should not be overlooked as an essential resource for supplementing the institution library program.

DIVISION OF RETARDATION

FACT SHEET TABULATION

	FT. MYERS	GAINESVILLE	MARIANNA	MIAMI	ORLANDO	TALLAHASSEE
BASIC FACTS						
1. Population	970	1,916	923	834	985	518
Age Range	4-55	1-70	2-71	5-64	1mo-79yrs	Infancy-94
Average Age	18	21	23	24	NR	NR
2. Staff	678	1,223	541	536	834	450
Professional	45	88	49	36	60	57
Other	633	1,135	492	500	774	393
3. School for Residents	Y	Y	Y	Y	Y	Y
4. Grade Range	K - 9	K - 6	13 Yr. Sequence	Non-graded	Nursery - Elem.	Non-graded
5. Vocational	N	Y	Y	Y	N	N
LIBRARY FACTS						
1. Library	Planning	Y	Y	Y	Y	Y
2. Adm By	Ed. & Training	Dir Training	Dir Training	Dir Training	Administration	Education Department
3. Outside Library Service	N	Y	N	Y	Y	Y
4. Form of Service	NA	Films & Filmstrips	NA	State Library	Talking Book, Films & Records	Materials & Cataloging
5. Area (sq ft)	NR	1,640	1,200	1,200	Staff - 211	360
Seats	NR	70	24	12	8	None Needed
6. Books Available	NR	2,000	816	2,000	1,104	200
For Staff	NR	100	198	NR	50	NR
7. Book Circulations (68-69)	NR	9,700	NK	NK	20	NR
For Staff	NR	200	NK	NK	947	NR
8. Spent for Books (68-69)	$600	$1,393	$619	$1,200	$1,000	NR
For Staff	NR	Incl.	$200	NR	$1,000	$588
9. Spent for Periodicals (1968-69)	NR	$79	$70	$60	$1,000	NR
For Staff	NR	Incl.	$11	NR	$1,000	$309

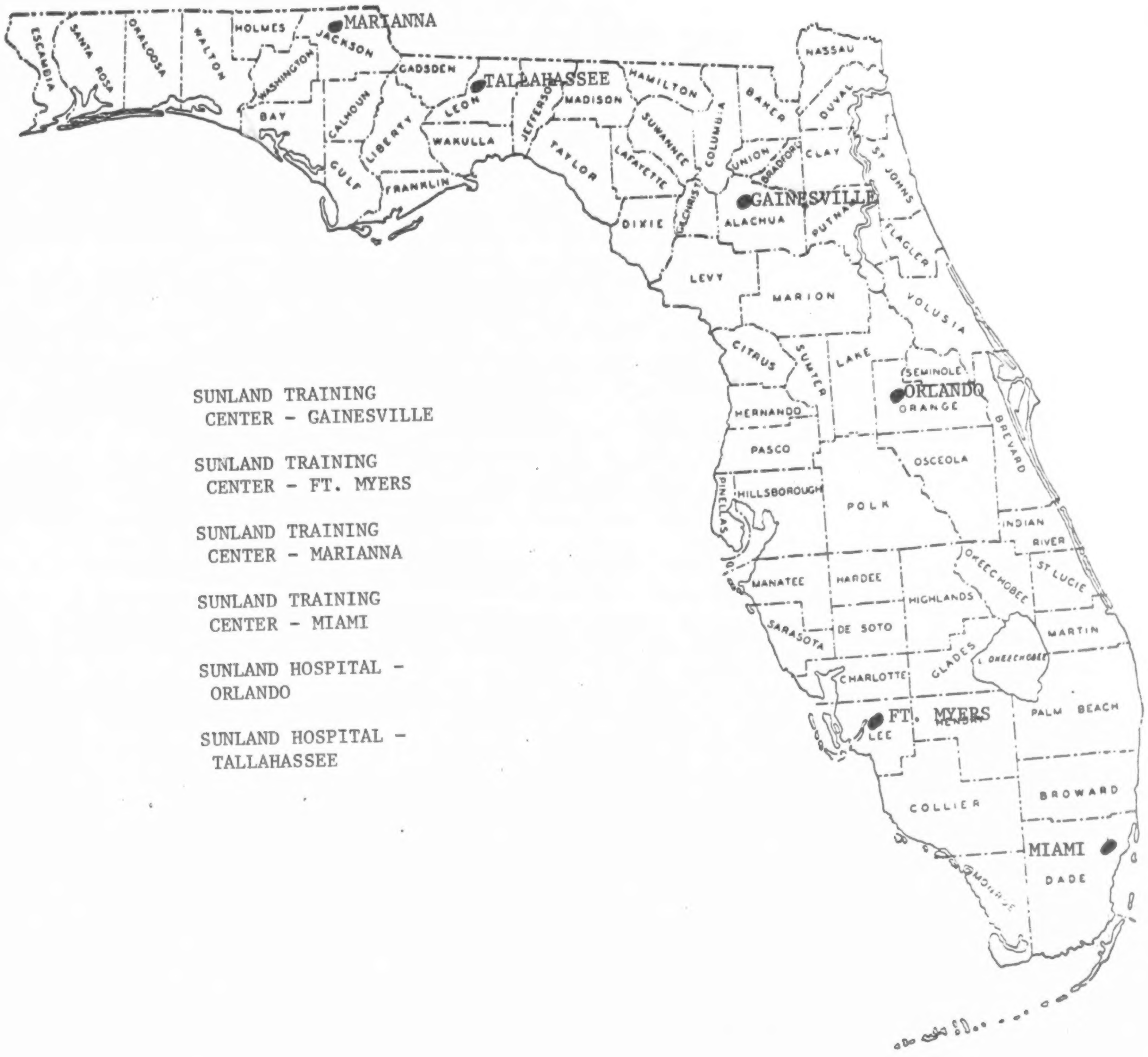
DIVISION OF RETARDATION

	FORT MYERS	GAINESVILLE	MARIANNA	MIAMI	ORLANDO	TALLAHASSEE
10. Other Expenses For Library	None	$86	$4,500	NR	$1,000	NR
11. Sources of Funds	NR	State & Federal	State & Federal	Federal	Federal	State & Federal
12. Professional Librarian	NR	N	N	N	N	N
13. Operated By	NR	Librarian	Materials Center Secretary	Teacher	Librarian	Teacher
14. Hours Open	NR	7½ hrs M-F	7½ hrs M-F	6 hrs M-F	4 hrs M-F R. 8 hrs M-F S.	8 hrs M-F
15. Scheduled Visits	NR	N	NR	NR	NR	N
16. Book Cart Service, etc.	NR	N	NR	NR	Y	N
17. Reading Guidance	NR	Y	N	N	Y	Y
18. Given By	NR	Librarian	NA	NA	Ed. Staff librarian	Teachers
19. Special Programs	N	Book Reviews & Book Discussion	Book Reviews	Story Telling and Book Discussion	Story Telling Audio-visual	Story Telling Audio-visual
20. Catalog	N	Y	Y	N	Planning	Y
21. Dewey System	N	Y	N	N	Y	Y
22. Residents as Assistants	N	Y	N	Y	N	N
23. How Many	NA	1	NA	2	NA	NA
24. Vols Bought Annually	NR	Varies	200	150	74	NR
For Staff	NR	Varies	20	NR	24	NR
25. Discarded Annually	NR	0	0	NK	0	0
For Staff	NR	0	0	NK	0	NR

DIVISION OF RETARDATION

	FT. MYERS	GAINESVILLE	MARIANNA	MIAMI	ORLANDO	TALLAHASSEE
26. Periodicals Bought Annually	NR	9	3	0	1	NR
For Staff	NR	3	2	0	41	NR
27. Pamphlet-Picture Collection	N	Y	Y	N	Y	N
28. Films	N	Y	Y	N	N	N
29. Library Adequate	N	Y	N	N	N	N

DIVISION OF RETARDATION



SUNLAND TRAINING
CENTER - GAINESVILLE

SUNLAND TRAINING
CENTER - FT. MYERS

SUNLAND TRAINING
CENTER - MARIANNA

SUNLAND TRAINING
CENTER - MIAMI

SUNLAND HOSPITAL -
ORLANDO

SUNLAND HOSPITAL -
TALLAHASSEE

DIVISION OF HEALTH
(STATE TUBERCULOSIS HOSPITALS)

The Division of Health has the responsibility for the state program of tuberculosis treatment. There are two Tuberculosis Hospitals in Florida. Persons are eligible for admission to the hospitals who are affected with active tuberculosis provided they have been certified by the Board of County Commissioners of any Florida County.

The A. G. Hollis State Hospital at Lantana was formerly known as the Southeast Florida Tuberculosis Hospital. It was activated in 1950 and has a capacity of 500 beds. The W. T. Edwards Tuberculosis Hospital at Tampa was opened in 1951 under the name of the Southwest Florida Tuberculosis Hospital. It has a capacity of 550 beds. At the time of the survey the two institutions had a combined population of 745 patients with ages ranging from 6 months to 80 years and an average age of 50.

It was gratifying to learn that with continuing improvements in drug therapy and surgical techniques, active tuberculosis no longer means the traditional, long tern confinement of most patients of yester years. Modern treatment methods have cut the average number of months for early treatment to no more than eight.

The two hospitals are quite active in comprehensive research programs in cooperation with the U. S. Public Health Service and the Florida State Board of Health. Emphasis is given to a large education program for all levels of staff including student nurses, laboratory technicians, x-ray technicians and resident physicians. Special training is provided for a large following of volunteers as aides and occupational assistants. Additional educational opportunities are made available to patients to enable them to participate in academic courses for completion of high school requirements; Lantana reports provision for some college extension courses. Classes in practical volcational education are offered patients in such subjects as electronics, watch repair, cooking, sewing, bookkeeping, and secretarial disciplines. Classes are conducted also to teach English to non-English speaking patients.

Library Service

It is interesting to note that in filling out the questionnaire Lantana slanted all its answers to the patients' library while Tampa gave its attention to the status of the staff library. Perhaps this in itself gives an analysis of the library service received by the patients and staff of both hospitals.

Patients' Libraries

The library at the Lantana Hospital was reported to have an ample area of 3,000 square feet, but a collection of only 4,000 volumes. The library at Tampa has 672 square feet with 2,000 volumes. Lantana does not maintain circulation records so it isn't possible to get a true picture of library usage. Tampa reported 780 volumes circulated during 1968-69, which presents a rather dismal picture of a library little used by the patients.

No books apparently have ever been purchased for the Tampa library, and

Lantana reports it spent $25 in donations for six books last year. This means that the total collections of both hospitals are gifts and discards. No funds have been expended by either library for periodicals. Here again for the most part, the two institutions depend on large consignments of unsold periodicals from the news vending agencies or donations of back issues from interested individuals.

The libraries are run by volunteers and are accessible to the patients on a limited basis, three hours daily and six hours on weekends at Lantana and 2½ hours daily at Tampa. There was no report of book cart service to the wards. Lantana reports book discussion groups and reading guidance for residents.

Staff Libraries

The staff libraries at both institutions are oriented to professional medical employees only. Tampa reported 2,213 volumes and 46 subscriptions to periodicals with an annual expenditure of $1,340 which they felt to be adequate. Lantana failed to answer this section of the questionnaire, but observation indicated a very small library in much need of additional shelving and seating space, but with an up-to-date collection, probably sufficient for the doctors' needs.

Both libraries are open and accessible to the staff on a regular basis and both are maintained by the Medical Records Librarian. No circulation records have been kept by either library.

CONCLUSIONS & RECOMMENDATIONS

It is obvious that the two State Tuberculosis Hospitals do not have adequate library services for patients or staff, the report of Lantana facility to the contrary. It is not possible to render adequate library service to patients when the choice of materials is limited to discarded books and periodicals; it is not likely that the donated collection provides current and specific supplemental information needed to support the extensive educational opportunities the institutions report in progress. The staff libraries because of their limitations in area and subject matter are not capable of accommodating the needs of the majority of employees who could benefit themselves, as well as the treatment programs, with supplementary reading and study in the hospital training regimen in such subjects as management, supervision, simple treatment techniques, patient care, etc. With this preface for reference the following recommendations are in order.

1. Of prime importance is the matter of professional guidance for library services in the two hospitals. There should be established under the Department of Health the position of Coordinator of Tuberculosis Hospital Libraries (a professional librarian) who shall have the responsibility for planning, developing, coordinating, and guiding continuing and effective library services for the two hospitals. This position should be a direct link for assistance from the State Library's Consultant For Institution Libraries.

2. Institutional administrators should adopt a realistic approach to budgeting so that adequate funds for a creditable and appropriate library

service can be provided. Costs of library materials should be funded from both State and canteen sources.

3. Planning should be implemented to replace the patients' book collection with currently interesting new books over a three to four year period. Additional purchases for immediate acquisition should include a basic reference collection of necessary current encyclopedias, dictionaries, atlases, etc.

4. Since the scarcity of professional librarians makes it unlikely that a qualified person could be hired for each institution, the administration should make definitive responsibility assignments on a full-time basis to the most suitable and interested personnel available for management of the library programs with cooperative assistance and training by the Divisions' Library Coordinator. Helpful assistance can also be rendered the library manager through use of cooperative volunteers.

5. Each hospital administrator should appoint a working committee of from three to five interested staff members whose purpose will be to function as a library board of control for the hospital administrator, to ensure the library programs are properly funded as well as functional in such details as management, selection of materials, and regulations for operation. Such a committee should include the head of treatment, special services supervisor, and the head of personnel. The employee responsible for operation of the library should make reports at each committee meeting.

6. Attention should be given to the library needs of non-professional staff relating to their work and responsibilities in the institutions' treatment programs.

7. A program is needed to make patients aware of the continuing benefits of using books and library services upon returning to normal community life with emphasis on the availability of community library services.

FLORIDA SCHOOL FOR THE DEAF AND THE BLIND

The Florida School for the Deaf and the Blind was established in St. Augustine in 1885. Under the supervision and general policies adopted by the State Board of Education, management for the school is the responsibility of a Board of Trustees, a corporate body appointed by the Governor.

The school is a dual residential educational institution providing instruction from grades K through 12 for young people, ages 5 to 20 years who are deaf or severely hard of hearing or are blind or with serious visual impairment and cannot make suitable progress in the public schools because of the handicap. Parents or guardians must be residents of Florida. The philosophy of the school is "to provide an education in the broadest sense so the students may become independent, responsible and informed citizens able to assume full responsibilities in their communities".

Since the educational requirements of the deaf and the blind are quite different, complete and separate facilities are provided. Specialized programs for certain students with minor multiple handicaps are provided. In addition to a very high quality academic program, the school stresses intensive prevocational and vocational training in the printing trades, upholstering, barbering, shoe repair, dry cleaning, drafting, cosmetology, needlework crafts, woodwork, auto body and motor mechanics, electronics, food economics and business office skills. Physical education, recreational and extracurricular activities in arts and crafts, music, drama, religion and socialization are also emphasized.

Housing for students is by dormitory and cottage with supervision by houseparents. Complete and expert medical care together with audiological and psychological evaluations and therapy are notable provisions supporting the comprehensive schedule of services.

There is a total enrollment of 765 students on the two campuses participating in programs managed by a staff of 420 employees. There are 157 on the educational staff and 80 houseparents. The teachers are of high competence and most possess state and national certificates to teach either the deaf or the blind.

Resident Libraries

It was the impression of the writer after a visit to the institution that the library programs in the two libraries are being operated in a highly competent manner by professional personnel with commendable interest in the programs, considerable experience, and special preparation and training for their responsibilities. Although funding for books, materials and equipment has not yet reached minimum standards, the placing of responsibility for library services under the leadership of full-time qualified and certified librarians is a strong base of continuing progressive development.

The School for the Deaf Library has 2,700 square feet and the School for the Blind has 2,050 square feet. The School for the Blind Library, although, relatively new is far too small considering the bulk of the specialized materials housed there and is inconveniently located on the second floor of the education building.

The tabulation sheet indicates specific characteristics of what is available and the intensity of the use of the facilities. There is nothing

2

but praise to be noted on what is being done and the method of doing it with what is available.

RECOMMENDATIONS

The suggestions for improvement and development listed below are based on the need for proper funding.

1. Budgeting is needed which would provide an annual minimum library expenditure of $40 per student.

2. Exploration of the feasibility of making recreational reading materials available in the cottages and dormitories should be undertaken.

3. Guidelines indicated in the Proposed Standards for Libraries in Schools for the Deaf should be the base for continued improvements.

4. Funds are needed to build the library materials collection for the Blind School from its present to the minimum standard of 6,000 titles of printed books, braille books, talking books and tapes.

5. The library for the School for the Deaf needs to be throughly weeded and them properly funded to reach a minimum of 10,000 properly selected books, with perhaps a branch library in the intermediate building, and further extensive development of the aduio-visual materials -- filmstrips, transparancies, 8mm film loops, etc.

FACT SHEET TABULATION

	DIVISION OF HEALTH (STATE TUBERCULOSIS HOSPITALS)		FLORIDA SCHOOL FOR DEAF AND BLIND	
	LANTANA	TAMPA	DEAF	BLIND
BASIC FACTS				
1. Population	350	395	472	220
Age Range	15 - 80	Infant - 80	5 - 21	5 - 20
Average Age	50	NR	NR	13
2. Staff	344	365	127	81
Professional	43	67	114	45
Other	301	298	13	36
3. School for Residents	Y	N	Y	Y
4. Grade Range	1 - College	NA	Prep - 10	K - 12
5. Vocational	Y	Y	Y	Y
LIBRARY FACTS				
1. Library	Y	Y	Y	Y
2. Adm By	Service Co-ordinator	Medical & Patient Supr.	Education Department	Principal
3. Outside Library Service	N	N	Y	Y
4. Form of Service	NA	NA	Book Selection and Reference	Talking Books
5. Area (sq ft)	3,000	264	Primary 441 - 22	2,050
Seats	25	10	Inter & Adv 2,700 - 125	40
6. Books Available	4,000	NR	14,471	1,032
For Staff	NR	2,213	NR	96
7. Book Circulation (68-69)	25% of Patients use	Books in and out, no records	11,200	NR
For Staff			NR	NR

FACT SHEET TABULATION

	DIVISION OF HEALTH (STATE TUBERCULOSIS HOSPITALS)		FLORIDA SCHOOL FOR DEAF AND BLIND	
	LANTANA	TAMPA	DEAF	BLIND
8. Spent for Books (68-69)	$25	NR	$3,123	$1,233
For Staff	NR	$565	NR	$ 175
9. Spent for Periodicals (1968-69)	None	NR	$ 312	$ 318
For Staff	None	$775	NR	$ 58
10. Other Expenses For Library	$50	NR	$1,628	NR
For Staff	0	0	0	0
11. Sources of Funds	Donations	State	State & Federal	NR
12. Professional Librarian	N	N	N	Y
13. Operated By	Volunteer Service Co-ordinator	Medical Records Librarian	Teacher	NA
14. Hours Open	3 hrs M-F 6 hrs S-S	7½ hrs M-F	7 hrs M-F	7 hrs M-F
15. Scheduled Visits	N	N	N	N
16. Book Cart Service, etc.	N	N	N	N
17. Reading Guidance	Y	N	Y	Y
18. Given By	Volunteer Services	NA	Librarian	Librarian
19. Special Programs	Book Discussion	N	Story Telling, Book Discussion	Readings
20. Catalog	Y	Y	Y	Y
21. Dewey System	Y	Y	Y	Y
22. Residents as Assistants	N	N	Y	Y
23. How Many	NA	NA	3	3
24. Vols Bought Annually	6	According to Budget	1,317	NR
For Staff	NR		NR	NR

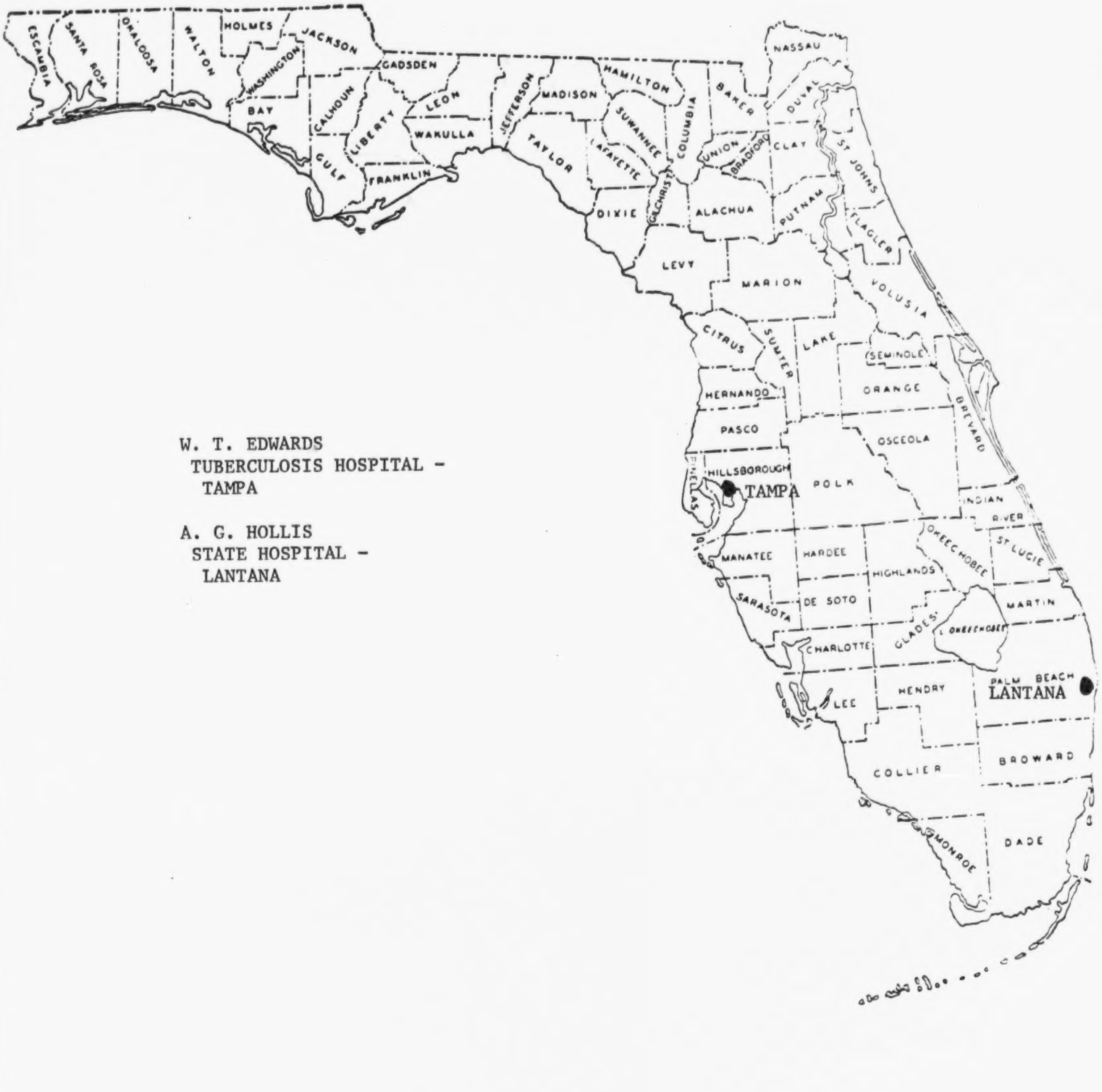
FACT SHEET TABULATION

	DIVISION OF HEALTH (STATE TUBERCULOSIS HOSPITALS)		FLORIDA SCHOOL FOR DEAF AND BLIND	
	LANTANA	TAMPA	DEAF	BLIND
25. Discarded Annually For Staff	100 NR	Depends on Replacements	As Needed	10 NR
26. Periodicals Bought Annually For Staff	None None	NR 46	37 11	38 10
27. Pamphlet-Picture Collection	Y	N	Y	Y
28. Films	N	N	Y	N
29. Library Adequate	N	Y	Y	Y

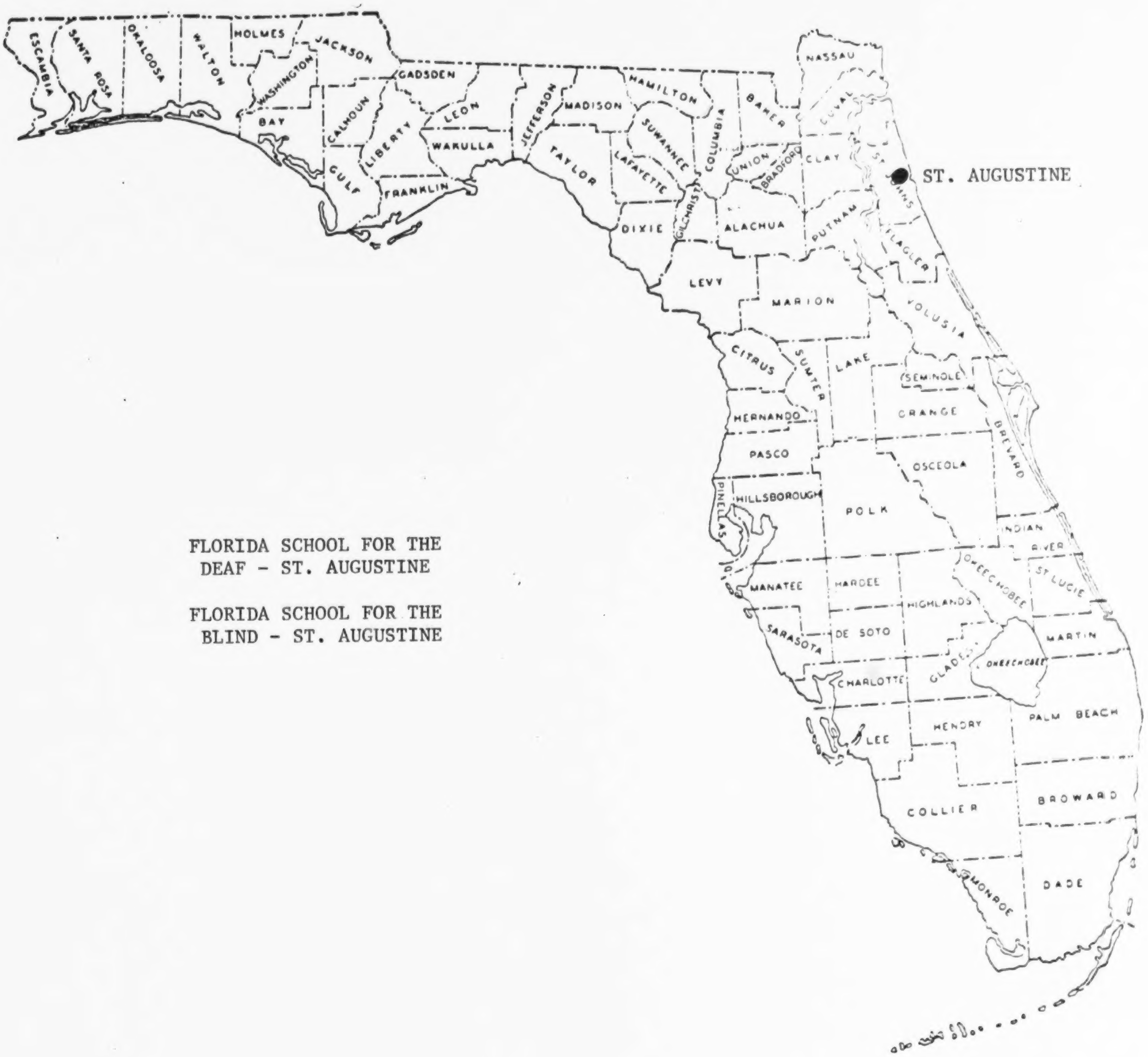
DIVISION OF HEALTH
(STATE TUBERCULOSIS HOSPITALS)

W. T. EDWARDS
TUBERCULOSIS HOSPITAL -
TAMPA

A. G. HOLLIS
STATE HOSPITAL -
LANTANA



DEPARTMENT OF EDUCATION
FLORIDA SCHOOL FOR THE
DEAF AND THE BLIND



FLORIDA SCHOOL FOR THE
DEAF - ST. AUGUSTINE

FLORIDA SCHOOL FOR THE
BLIND - ST. AUGUSTINE

APPENDIX

INSTITUTIONS SERVING DELINQUENT CHILDREN

Guides and Goals

Library Services

A training school should provide both school and public library services for its students. Properly organized, directed, and utilized, the library is an instrument of wholesome recreation and of direct and indirect education. Its function through guidance in the use of well selected materials is: to help youngsters to better understand themselves, other people, and the society in which they live; to develop desirable concepts through reading; to develop the habit of looking to reliable sources for information; to provide experiences by which youth may develop pleasure and satisfaction in reading as a leisure time activity. The library "habit," based in part on an understanding of library procedures, can easily be acquired while the child is in the training school. Reading can be coordinated with the group life, educational, vocational and work programs and with the services of the social caseworker, psychiatrist, psychologist and chaplain.

In order to derive full benefit from the library, policies, rules and regulations pertaining to it should be such as to encourage full use of all materials. The schedule should be flexible enough to permit each student at least one library period a week and permit the librarian to work with any group in the population for whom library service is desirable and advantageous. Individuals, both adults and youngsters, should be encouraged to borrow materials for their personal use. In this connection, the library should be available to children in a training school population who may not have access to it through the academic program. This may mean that the library should be open during the noon hours or designated periods during the weekend when such children may go to the library from their cottages. Another procedure may be to have collections of materials assigned to cottages either permanently or on rotation depending upon the interests of the cottage group. The librarian should work with cottage parents in developing and promoting recreational reading programs.

The librarian should know the academic program and work with school personnel in suggesting suitable materials, supplying materials requested, assembling materials for special projects, preparing timely exhibits, and lending materials to classrooms. It is also desirable that the librarian conduct story hours, read aloud to small groups, give book talks, lead book discussion groups, guide students in leisure time reading, and initiate and participate in any library activities that fit in with the social, recreational, or educational programs of the training school. It may be desirable to assign pupils with special interests and aptitude to assist in the library as part of their work training, thus providing an opportunity for the development of good work habits and a sense of responsibility and proficiency in handling certain library duties.

The librarian should be responsible for maintaining reference materials for staff development and in-service training.

Library Personnel

A well-trained, qualified librarian is a valuable member of the treatment team. This person should have a knowledge and understanding of the overall philosophy of treatment, of the programs and activities of other departments, of ways in which library materials and services can enrich these programs, and of the potentialities for treatment in the librarian's relationship with individual students. The librarian should be mature in judgement, capable of cooperation with the entire staff, able to understand and get along with children, and have a knowledge and enthusiasm for books and their uses.

Administratively responsible to the director of education, the librarian should have full responsibility for the total library service in the institution. This includes selection of materials with the advice and cooperation of the staff, purchase and organization of materials, and the development of effective methods of using these materials. The librarian should have the responsibility for utilizing to the best possible advantage any library service available from State and local library agencies, including bookmobile services.

The minimum educational qualifications for the librarian should include graduation from a 4-year college, graduation from an accredited library school, and ability to meet State certification requirements for public school librarians. Desirable requirements should also include at least a year's experience in working with maladjusted children before coming to the training school.

Facilities and equipment

Library materials should meet informational, inspirational, reference, and recreational needs and provide a positive influence on the formation of personal attitudes and values. It is important that there be a wide variety of materials which do not demand high reading skills. Materials about minority groups should be included, especially where such groups are represented in the school population. There should be a wide variety of magazines, pamphlets and picture books and picture-type magazines to attract the nonreader and those of low reading ability. Such material must of course be carefully selected.

Recommended standard lists, catalogues, and book review publications can be used to good advantage as guides in the selection of material. A committee composed of the librarian and interested staff members should have an opportunity to examine the material before the final selection is made. The size of the initial collection of books for training schools establishing a library program should be at least 3,000 books for those schools having 200 or more students. It is recommended that training school libraries that have been established for 4 years or longer and have more than 200 students have a book collection of at least 6,000. Similarly, funds for books should be at least $1,000-$1,500 per year. In schools having 250 or more students the funds should be at least $4-$6 per student. In view of the fact that schools with 200 students need at least 6,000 books in their school libraries, smaller schools can use collections of proportionate size. For training schools with less than 200 students it is recommended that there be a magazine collection with at least 10 to 15 titles for meeting the curricular purposes and general interests of students and teachers. Provision should also be made for substantial regular yearly replacements and additions to the collection, following a formula of replacing at least one book per child per year.

The library should be centrally located, preferably in the school building. It is desirable that it be attractive and inviting in appearance, with comfortable chairs, proper lighting, attractive draperies and an informal atmosphere conducive to study or quiet recreation.

The library should be the central filing and distribution center of all visual materials for the institution, including books, magazines, pamphlets, pictures, maps, recordings, charts, slides and filmstrips.

Prepared by the U.S. Department of Health, Education
and Welfare, Children's Bureau

In cooperation with the National Association of
Training Schools and Juvenile
Agencies

OBJECTIVES AND STANDARDS FOR LIBRARIES IN CORRECTIONAL INSTITUTIONS

Prepared by

Committee on Institution Libraries of the American Correctional Association

Marion H. Vedder, Chairman

To support, broaden, and strengthen the institution's total rehabilitation program by providing appropriate library materials in an attractive library setting, with library staff adequate for directing planned programs to encourage and facilitate maximum use of the materials.

Specifically, the library shares in common with other units of divisions of the institution the responsibility for educational, social, and vocational training of people committed to the institution. In carrying out this function, the library program:

1. provides vocational information
2. enlarges social and reading backgrounds
3. develops reading as a satisfying leisure-time activity, a therapeutic release from strain, and a positive aid in substituting new interests for undesirable attitudes.
4. prepares the individual, through his own efforts, for release and post-prison life.

The institution library carries out these objectives and functions by providing:

1. informal adult education through guidance, counseling, and planned reading courses geared to the needs and abilities of each individual.
2. materials supplementary to the work of and useful to the psychologist, the educational program, and all other divisions and staff members of the institution to whom library resources in and outside of the institution may be of value
3. contacts with good library service which will accustom the individual to library usage as an essential in post-institution life.

ACCESS

Regular library hours should be maintained (desirably 10 hours daily) where staff is sufficient.

Weekend, holiday, and evening hours are highly desirable.

Inmates should have adequate opportunity to select their own books and read in the library.

Teachers, or other staff members, should be able to use the library as a laboratory when the schedule permits and lessons indicate this method desirable.

Isolated groups who cannot visit the library at least once a week should receive book cart service or have access to a branch library.

LIBRARY SERVICES

Factors which influence character, quality, and extent of services:

Institution program policies.

Type of inmates and their particular needs and interests.

Degree of cooperation--within the institution among both professional and nonprofessional staff--with other libraries, state and local.

Size and quality of the library collection and organization of materials.

Library staff (number and qualifications).

Adequacy of library budget.

Library location, layout, and size,

SERVICES PROVIDED SHOULD INCLUDE:

Reader guidance:

The librarian should devote a major part of time to reader guidance for:

Those referred by a staff member.

Those who request it individually.

Those who are observed to need it but who do not themselves recognize the need.

Information and reference service:

Should be available to each inmate.

Should be available to staff (telephone service if needed).

If information is not available in the library collection, librarian should seek this information from the State Library or some other large or specialized library.

Inter-library loan service:

Librarian should obtain by request from the State Library, or other large library, materials needed but not available at the institution.

Booklists and bibliographic information:

Prepared for specific needs.

Secured from other sources.

Recreational reading:

1. Selected in accordance with written book selection policy of the institution.
2. In sufficient quantity and variety for all tastes, levels of reading.
3. Available to everyone, in the library and in cells or dormitories.

Educational reading:

To supplement and support formal education and the aims and the treatment programs of the institution.

For informal self-education and self-improvement of any inmate.

Discussion groups:

Materials--based discussion groups, such as Great Books, American Heritage, and other "library" oriented discussions, should be sponsored by the library with staff and "outside" assistance as needed or desirable.

Listening groups:

Recordings of music or the spoken word should be regarded as appropriate for library-sponsored programs when library facilities are adequate.

Exhibits and publicity:

The librarian should prepare appropriate exhibits to accompany films and other programs in education and other departments.

Exhibit space within the library should be continuously used and frequently changed to keep in touch with important events, trends, seasons.

Special library projects such as the promotion of National Library Week attention to the many values of libraries in general and to the institution library in particular.

Posters within the library throughout the institution should attract interest in library services, new books, and other materials.

Book marks should be designed to have interest, serve a useful purpose, and be made readily available.

Optimum use should be made of the institution paper in publicizing the library and its materials to both inmates and staff.

Whenever possible, there should be library exhibits and news notes outside the institution to create greater understanding and interest.

Attractive and readable brochures on how to use the library as well as interesting facts about the library should be available.

LIBRARY MATERIALS

For the inmate library, current book titles and duplicates of the most popular titles, replacements of the useful older standard titles, up-to-date reference material, wide variety of current periodicals, representative newspapers, pamphlets, pictures, recordings, films (unless the latter are the responsibility of another department).

For the staff, books, journals, pamphlets at varying levels for the professional information and advancement, covering all aspects of the institution program.

Principles in selection:

Rehabilitation, with all its implications, is a most important part of the over-all correction institution program. The library has a positive role to play in this process and should provide only those materials which have positive value, whether they be for wholesome recreation, accurate, up-to-date information, inspiration, or esthetic and cultural development. Material which is suitable in content, make-up, and reading level should be available to all of the institution population and should support the total institution program. Omission of books which will not support the institution program and philosophy constitutes good selection, not undesirable censorship.

There should be a written statement of book selection policy which is approved by the administrative and educational staff for the guidance of the librarian who is responsible for selection. Purchase suggestions by all staff and inmates should be encouraged, with the understanding that the librarian must make the final selection. Approval of book orders should rest with the warden or with a staff member delegated by the warden.

Gift books should be carefully weeded and only those titles added to the collection which conform to the book selection policy.

Textbooks and audio-visual materials are not the direct responsibility of the librarian. Programs using films and records, however, should be closely related to the library collection and program through cooperative planning by staff members.

Size of collection:

A collection within an institution should never be less than 6,000[1] well-selected volumes with at least 10 books per inmate. Institutions which have large groups of long-term prisoners should provide a minimum of 15-20 volumes per inmate. The collection will normally be reduced by at least 10 per cent each year from obsolescence, wear, and loss. This requires a comparable replacement schedule.

Each correctional institution should have access to a general library collection of at least 100,000 volumes for reference and inter-library loan service. This general library may be the State Library or a local public library.

Annual additions:

These should be at the rate of one current book per inmate, minumum.

Budget:

For current books: one book per inmate at current cost (e.g., an institution population of 1,000 will require a current book budget of $3,000 if average cost of a book is $3.00).

For replacement and binding: add 35 per cent of estimated cost of current books.

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[1] An exception may be made for a very small institution such as a camp or prison farm. Here there should be a small reference collection, supplemented by frequently changed books from a bookmobile, public library, or the State Library.

For periodicals and newspapers: plan for a variety to support the institution program and meet inmates' interests--75-125 titles are desirable.

For other materials: budget for pamphlets, pictures, recordings, and films according to use in the institution program. Allow for rental and postage.

Staff library:

A basic collection of standard and recent books and journals in all areas related to the correctional institution programs should provide 500-1,000 volumes and 25-50 journals.

A minimum of $500 annually is recommended to maintain this library adequately.

STAFF

Place in organization:

Library staff should be a part of the education and treatment programs, responsible to the Superintendent or Associate Warden in charge of Treatment, where there are such treatment positions. In institutions where such titles do not exist, the library staff should be under the Director or Supervisor of Education. Where there is a Director of Education, the librarian position should be at a grade level equivalent to that of Supervisor of Education. Where the Supervisor of Education is the top educational person, the librarian position should be equivalent to Senior or Supervising Teacher. Although the library should be coordinated with the education program, its services to both staff and inmate population must of necessity extend beyond those of the usual school library; therefore, there should be a clear line of communication and authority between the librarian and top administrative staff.

Number of staff[2]:

For institution with population up to 1,000 inmates:
    1 professionally trained librarian
For institution with population 1,000-2,000 inmates:
    1 professionally trained librarian
    1 correctional officer
For institution with population from 2,000-3,000 inmates:
    1 professionally trained librarian
    1 correctional officer
    1 library technician or senior clerk
For institution with population over 3,500 inmates:
    1 professionally trained librarian
    1 professionally trained assistant librarian
    1 correctional officer
    1 library technician or senior clerk

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[2] For each professionally trained librarian there should be a minimum of one full-time clerical person (or part-time equivalent).

Qualifications:

A well-trained, qualified librarian is a valuable member of the treatment team. He should have a knowledge and understanding of the over-all philosophy of treatment, of the programs and activities of other departments, of ways in which library materials and services can enrich these programs, and of the potentialities for treatment in the librarian's relationship with individual inmates in purposeful counseling with books or other library materials.

The librarian should be a college graduate with a degree from an approved library school. Courses in adult education, sociology, psychology, and criminology are recommended. It is desirable that a correctional librarian have at least one year's experience in a public, school, or college library, including some experience in administration and reader guidance, before entering the correctional library field. In-service training in institutions which have a trained supervising librarian is also desirable.

The civilian assistant to the librarian may be designated as a correctional officer, library technician, or senior clerk. Persons with college degrees should be encouraged to secure professional library training. Trainee programs, stipends and scholarships, opportunity for promotion are highly important in the field of correctional librarianship. Small or specialized units, such as camps or diagnostic centers, may find it satisfactory to have library services provided by a large library. They may be a branch of a larger correctional institution, or have branch or bookmobile service provided by a large public or state library.

Duties of the librarian (administrative, professional, technical, and educational):

The librarian should:

1. direct library policy and programming
2. prepare the library budget
3. plan library services for the entire institution population
4. select and evaluate library materials
5. direct the acquisition and organization of all library materials
6. devote a large proportion of time to book counseling and render guidance
7. train and supervise inmate library assistants
8. maintain an active role in in-service training of the institution civilian staff
9. give instruction in the use of the library
10. plan library quarters
11. make reports of library progress and use
12. plan and supervise library publicity
13. maintain and supervise reference and inter-library loan service
14. assist education and other staff members with library materials to enrich their programs
15. assist all staff in efforts to qualify for professional advancement
16. keep informed of new developments in the library and correctional fields by professional reading, participation in state and national professional organizations, and attendance at conferences

17. prepare job descriptions and specifications for library positons: professional, clerical, and inmate assistants

Duties of assistant librarian:

Responsible under the general direction of the librarian for assigned phases of library administration and services.

Acts for the librarian in his absense.

Under the general direction of the librarian, supervises the work of clerical and inmate assistants.

Duties of correctional officer (library):

1. maintain discipline
2. supervise daily interview line outside librarian's office
3. operate exit checkpoint at library door
4. organize and manage system of lost book retrieval
5. serve as direct and immediate contact for custodial necessities

Duties of library technician or senior clerk:

1. type all confidential reports and correspondence
2. assist in training and supervision of inmate assistants
3. supervise and proof all catalog filing
4. supervise receiving and checking of all acquisitions of books and equipment
5. assist in maintaining discipline in absence of correctional officer

Inmate library assistants:

Classification Committee should select inmates for library assignments who meet specifications for the jobs.

Librarian should give each inmate brief, intensive training in library routines. There should be a probationary period in which the librarian evaluates the aptitude and performance of the inmate in the library assignment.

Credit should be given on an inmate's prison record for initiative and accomplishment. Appropriate duties which inmate assistants may perform include:

1. typing correspondence, reports, catalog cards
2. preparing orders and requests
3. checking over-due books and sending notices
4. charging books
5. filing cards
6. checking orders
7. taking inventory
8. keeping records
9. processing books and other materials
10. maintaining the collection and quarters in good order
11. assisting in preparation of exhibits

LIBRARY QUARTERS

Location factors:

Accessibility to school
Accessibility to those not in schools
Accessibility to outdoor recreation facilities
Accessibility to personnel
Accessible with minimum supervision at all times including evenings and weekends

Space factors:

Number of books (See Library Materials--Size of collection)
Determining book space
  15 volumes per square foot of floor space
  24 volumes of fiction per 3 ft. shelf
  15 volumes of nonfiction per 3 ft. shelf

Standards for book shelving:

  Width--3 ft.
  Depth--8", 10", and 12"
  Heights--
    Wall type--6' 10" (6 shelves)
               5' 6" (4 shelves)
    Aisle type (double faced)
               5' 6" (4 shelves)
               3' 6" (2 shelves)
  Shelves should be adjustable and the base shelf should be sloping for easier reading of titles.
Reader space
  Provide seats for no less than 5 per cent of population
  Allow 35 sq. ft. per reader

Additional rooms:

Work Room
  Location--adjacent to the library control center and to librarian's office
  Size--100 sq. ft. per worker (do not underestimate number of workers)
Librarian's office
  Location--accessible to the work room with provision for supervision of both library and work room but with provision for quietness for concentrated work and privacy for conferences with readers and staff
Size--minimum of 120 sq. ft.
Conference room
  Location--accessible to librarian's office for supervision
  Size--depends on use. This room may be combined with librarian's office with provision to shut it off when desired

Staff library
- Location--desirable to have it accessible to librarian's office for administration but most important that it be easily accessible to staff. Possible to combine with conference room.
- Size--provide for 500-1,000 books and 25-50 journals (15 volumes per 1 sq. ft.)
  minimum readers--6 (35 sq. ft. per reader)

Lavatory
- For use of library staff and accessible to librarian's office

Light, heat, ventilation, acoustics:

Minimum light--70 foot candles
Controlled, even temperature
Radiators placed with shelving requirements in mind
Humidity between 56-60 per cent
Good ventilation, with air conditioning in warm climates
Acoustic tile on ceiling and upper walls
Floor covering that is resilient but durable (linoleum, rubber tile, or some comparable covering)

Furniture and equipment:

Seek the advice of one or more reputable library equipment manufacturers and experienced librarians
Too much furniture can be as great a problem as too little

Library supplies:

Consult several library supply house catalogs
Purchase in quantities to effect savings but rarely more than one year's supply

OBJECTIVES AND STANDARDS FOR HOSPITAL LIBRARIES

Part I. Patients' Library

Objective

It is the objective of the Patients' Library to furnish recreational and additional educational reading materials for all patients, with the purpose of contributing to their recovery and welfare. The basic needs for the fulfillment of this objective are a qualified staff which recognizes the differences in reading tastes of the long-term and short-term patient; adequate library space with a comfortable non-hospital atmosphere; an active collection of books, pamphlets, magazines and related materials; necessary equipment for preparing materials for use and for bringing them to the non-ambulant patient. In attaining its objective, the Patients' Library coordinates with all departments of the hospital concerned with the personal welfare of the patient. It shares with other departments of the hospital the responsibility of social adjustment and vocational education of the patient. The Patients' Library promotes reading as a satisfying experience both in and out of the hospital.

Staff

Number

The size and type of hospital are the chief determinants of the number of librarians. Mental hospitals, tuberculosis sanatoriums, orthopedic and children's hospitals will require approximately one third more service than patients in general hospitals. Local conditions such as physical layout of the hospital and aid received from nearby libraries are also to be considered in the personnel requirements of a Patients' Library. The following is the standard ratio of size of general hospital to number of librarians:

Size	Library Staff
Up to 300 beds services	Minimum of 1 professional librarian Clerical assistance as required
301-500 beds services	Minimum of 1-1/2 professional librarians Minimum of 1 cerlical assistant
Over 500 beds services	Minimum of 2-5 professional librarians Minimum of 1 or more clerical assistants as required

Qualifications

Since the Patients' Librarian is part of the medical program of the hospital, too much emphasis cannot be placed upon the necessity for having an understanding of the nature of illnesses and their effects upon people. In nearly all Patients' Libraries, the staff is so small that the librarians must have broad professional competence to handle all aspects of the work. This is in contrast to academic or public libraries where the work is generally so organized that librarians specialize in reference, circulation or processing. Consequently, the satisfactory performance of the duties in a Patients' Library requires the following education, experience, and personal qualifications:

Education

Head Librarian:

- Collegiate baccalaureate degree
- Graduation from an accredited library school
- A course in hospital librarianship desirable

Assistant Librarians:

Same as above.

Clerical Assistant:

High school graduation including typing and filing training.

Experience

Head Librarian:

Three years of experience in working with the public in a library with at least one year of hospital library service.

Assistant Librarians:

One year of experience in working with the public in a library desirable.

Personal Qualifications

A basic qualification for the Librarian is ability to approach and get along with patients. It is necessary that the Librarian have a sympathetic understanding of and liking for people so that she can work with patients of different backgrounds. She should have sufficient physical strength needed to push book trucks in corridors, wards, and ramps. An attractive appearance resulting from good grooming is a particular asset.

Title

The title Librarian is restricted to those individuals possessing the educational, experience, and personal requirements for Head Librarian or Assistant Librarians outlined above. All others in charge of a library are designated as Library Attendant or Clerk or by their own official titles.

Status

Librarians should have professional Civil Service classification where such is in effect.

Organizationally, the Library should be on the same level with other hospital departments. The Head Librarian should be rated as a department head with corresponding salary and privileges, including attendance at staff conferences on patients. Cooperation with other staff members in order to integrate library service for patients with the rest of the hospital services should be emphasized.

Duties of the Head Librarian

The Patients' Librarian provides library service to all patients. This professional service includes general administration, book selection, circulation, reference, and promotional work. In addition, an intensive grade of readers' advisory service is furnished to patients representing all types of background and interests. The needs of patients in the wards are analyzed, the requests are reviewed, and appropriate books and magazines are selected for the ward trips. The reading inclinations of long-term patients often tend to require a more diversified book collection and more long-range reading aid programs than those of short-term patients. The Librarian must know patients and books so that the proper book can be selected in keeping with the physical condition, mental state, educational background, special interests and reading habits of each patient. Non-ambulatory patients should be visited regularly twice a week with special requests delivered as soon as possible. In the book selection process the Librarian must read current reviews and study current bibliographies so that she can make an intelligent selection.

Library Collection

The number of volumes in a hospital library is in relation to the size and type of hospital. The basic number of volumes for a general hospital library should be approximately as follows:

Size of Hospital	Number of Volumes
Up to 300 beds serviced	Minimum of 8 books per patient
301-500 beds serviced	Minimum of 7 books per patient
501-800 beds serviced	Minimum of 6 books per patient
801-1100 beds serviced	Minimum of 5 books per patient
1101-1500 beds serviced	Minimum of 4 books per patient

Special hospitals, such as orthopedic, children's, 200-400 bed mental and the like will need at least 25% more volumes; tuberculosis sanatoriums at least 50% more; and the 1000 bed or larger mental hospital will usually need fewer volumes than noted in the above scale.

Budget

After the library is established, an adequate library budget administered by the Librarian should be provided annually in the hospital budget for books and related materials, supplies, and equipment. A definite amount should be set aside to provide for an annual turnover of at least one-fifth of the book collection. The purchasing of library items should be in accord with the business procedures of the hospital. Often the budget can be supplemented by gift solicitations through library book fairs, teas, staff donations, and duplicate exchanges.

Location and Equipment

Book Trucks: There should be a sufficient number of book trucks to maintain an adequate schedule.

Library: The library should be restricted to library activities and not be used as a conference room or laboratory of one sort or another. A reasonable amount of quiet should be assured the library. Accessibility is a basic requirement so that ambulatory patients will not have too far to walk and wheel chair patients gain easy entrance to the library. The library should be centrally located in the hospital or wherever large groups of patients gather. Plenty of natural light is essential as well as adequate artificial light at night. The library should be attractive in appearance making use of harmonious blending of colorful furnishings.

Added Space Requirements: The library is the logical place for study and writing, if such space is not elsewhere available in the hospital. An office for the Librarian where she may work in privacy is also recommended. A library workroom is a basic space requirement because of the needs of book and other material preparation prior to use.

Furnishings and Equipment: Standard adjustable shelving should be provided. Where space permits, shelving not over five feet in height should be provided in order that wheel chair patients can see all the books. Hassocks are needed for patients with casts. In order that patients with any type of injury may be comfortably seated, chairs of various heights should be in the library. Further, practical tables for writing and study are to be included. Bulletin boards and a dictionary stand are part of the equipment. A standard catalog file cabinet, at least one typewriter, and adequate telephone extensions should be in every library.

Hospital Library Service Provided by Outside Established Agencies

When a hospital cannot provide its own library service because of its small size or for other reasons, agreements can be entered into with outside established agencies for service to the library. The pattern for this service varies with local conditions and with the agency furnishing the service. Among outside agencies providing library service to hospitals are public libraries, state library commissions, state libraries, state departments having supervision over state institutions, and health and welfare organizations.

Conclusion

Because of the value of Patients' Library service as an adjunct to the treatment and recovery of the patient, all efforts should be made to meet these minimum standards. If they cannot be met immediately, service should be established and subsequently developed to meet these standards.

Accepted and Endorsed By:
American Hospital Association
American College of Surgeons
American Library Association
Medical Library Association
Special Libraries Association

STANDARDS FOR LIBRARY FUNCTIONS AT THE STATE LEVEL

A clear and continuing official relationship should exist between state library agencies and libraries within the institutions which the state maintains for its health, welfare, and correctional programs.

> The purpose of this relationship includes both the initial development of institutional libraries and their continual guidance. The relationship should be set forth in official statements of policy so that it is recognized by institution officials as well as by state library officers. The standards to be maintained can be derived from official library standards for hospitals, schools, and correctional institutions, adjusted to the specific purposes of each agency.

The resources of state institutional libraries should meet the immediate administartive and technical needs of the staff, and should be tied into state resources for specialized materials not held within the institutions.

> The staffs of the institutions are technical state workers just as are employees of government agencies in the capital, and indeed are often specialized in training and skill. Resources at their command should include good working collections, whether in medical, welfare, or penal fields. Like other decentralized departmental collections maintained by the state, those in institutions should be tied into the state library as the second line of defense for specialized materials, and in fact particular attention must be given to rapid communication between the state library and the institutional libraries located at a distance.

The library programs maintained in state institutions should be an integral part of their treatment and rehabilitation programs.

> The institutional library should be more than a marginal adjunct to the institution. It is able to contribute to educational, vocational, recreational, and cultural programs. Bibliotherapy should be developed and utilized in state institutions. Qualified staff members in institutional libraries should participate in staff meetings and in the development of rehabilitation programs.

Developed by the Survey and Standards Committee
of the American Association of State
Libraries, American Library Association

THE NEW STANDARDS

The major quantitative recommendations of the 1969 "Standards for School Media Programs" compared with the 1960 "Standards for School Library Programs" and the 1965 "Audiovisual Guidelines"

MATERIALS	1969 STANDARDS	1960 STANDARDS & 1965 A/V STANDARDS
Books	At least 6000-10,000 titles representing 10,000 volumes or 20 volumes per student, whichever is greater	In schools having 200-999 students, 6000-10,000 books. Schools with 1000 or more students, 10 books per student
Magazines		
Elementary school (K-6)	40-50 titles	25 titles
Elementary school (K-8)	50-75 titles	50 titles
Junior high school	100-125 titles	70 titles
Secondary schools	125-175 titles	20 titles
All schools	In addition: necessary magazine indexes and duplication of titles and indexes as required	Plus at least 5 titles in the area of librarianship and instructional materials
Newspapers		
Elementary school	3-6 titles	At least 3-6 newspapers (no grade levels given)
Junior high school	6-10 titles	
Secondary school	6-10 titles	
All schools	One local, one state, and one national newspaper to be represented	
Pamphlets, clippings, and miscellaneous materials	Pamphlets, government documents, catalogs of colleges and technical schools, vocational information, clippings, and other materials appropriate to the curriculum and for other interests of students	An extensive collection of pamphlets covering a wide range of subjects
Filmstrips	500-1000 titles, representing 1500 prints or 3 prints per pupil, whichever is greater (the number of titles to be increased in larger collections)	1 per pupil
8mm Films		
Single concept	1½ films per student with at least 500 titles supplemented by duplicates.	
Regular length	Because of the nature of certain media forms and the evolving of transitional development of others, quantitative recommendations cannot be given. . . . An abundant number should be available in the media center	
16mm films	Access to 3000 titles	Access to 5000 titles, plus one for each teaching station

MATERIALS	**1969 STANDARDS**	**1960 STANDARDS & 1965 A/V STANDARDS**
Tape and disc recordings	1000-2000 titles—3000 records or tapes, or 6 per student	100, plus 2 per teaching station
Slides	2000 (including all sizes)	Quantitative guidelines not recommended. They do make a unique contribution to the instructional program and must be made available for instructors' use
Graphic Materials Pictures and study prints	1000 with duplicates as needed. Access to 15 sets per teaching station plus 25 sets available from the center	No quantitative recommendations given
Globes		
Elementary school	1 globe in each classroom and 2 in the media center	No quantitative recommendations given
Secondary school	1 globe per 5 classrooms and 2 in the media center	
All schools	Special globes in the media center	
Maps	1 map for each region studied and political, economic, weather, and historical maps for areas studied	No quantitative recommendations given
Microform	To be purchased as available on topics in the curriculum. All periodical subscriptions indexed in Reader's Guide and newspaper files should be obtained as needed	No quantitative recommendations given
Transparencies	2000 transparencies and a selection of subject matter masters	No quantitative recommendations given
Other Materials	Programmed instruction materials, realia, kits, art objects, video tape recordings, remote access programs, resource files	No quantitative recommendations given
EQUIPMENT		
16mm sound projectors		
Basic	1 per 4 classrooms plus 2 for each media center	1 per 10 classrooms
Advanced	1 per 2 classrooms plus 5 per media center	
8mm projectors		
Basic	1 per 3 classrooms plus 15 per media center	1 per building
Advanced	1 per classroom plus 25 per center	
Filmstrip projectors		
Basic	1 per 3 classrooms plus 1 per center	1 per 10 classrooms
Advanced	1 per classroom plus 4 per media center	
Overhead projectors		
Basic	1 per classroom plus 2 per media center	1 per 4 classrooms
Advanced	1 per classroom plus 4 per center	
Record Player		
Basic	1 per classroom, K-3 1 per grade level, 4-6 1 per 15 classrooms in junior and senior high school 3 per media center 1 set of earphones for each player	1 per 10 classrooms
Advanced	1 per classroom, K-6, plus 5 per center 1 per 5 classrooms plus 5 per media center in junior and senior high school 1 set of earphones for each player	
Tape Recorders		
Basic	1 per 2 classrooms in elementary schools plus 2 per media center 1 per 10 classrooms in junior and senior high schools plus 2 per center 1 set of earphones for each recorder	1 per 5 classrooms
Advanced	1 per classroom plus 10 per media center in elementary schools 1 per 5 classrooms plus 10 per center in secondary schools 1 set of earphones for each recorder	1 per 2 classrooms with earphones as needed

LSCA TITLE IV-A
FEDERAL PROGRAM FOR INSTITUTIONAL LIBRARY SERVICE

The Library Services and Construction Act (LSCA), is administered by the State Library. It contains legislation aimed solely at institutional libraries. Until 1966, LSCA was applied only to public libraries, but in July of that year it was amended and Title IV "Specialized State Library Services" became a part of the law. These specialized services were broken down into two sections, Part A: "State Institutional Library Service" and Part B: "Library Services to the Physically Handicapped."

STATE PLAN

LSCA Title IV-A requires a state plan for establishing and improving institutional services. To help develop this plan, David Kantor made a survey which is entitled A Study of Libraries and Library Services in the State Institutions of Florida, Florida State Library, 1967. This has been used as a guideline in developing and evaluating institutional programs.

One of his first recommendations was the establishment of a Department of Institutional Libraries at the State Library. This has been done.

The State plan has been written and accepted. It emphasizes that every effort will be made to develop those innovative library services necessary to meet the educational, informational and recreational needs of each institutional population. Of major importance, in the state plan, is the provision of a trained staff to provide service. Where this cannot be done, resident staff and where possible, institutional residents will be given training through in-service programs and workshops. Whenever possible, every effort will be made to enlist the support of community libraries in the provision of library service.

ELIGIBILITY

The State Library Agency will consider an institution eligible for funds under Title IV-A if it:

a) receives as much as 50 percent of its support from General Revenue Funds, or

b) is under State Administrative control or jurisdiction and receives General Revenue Funds, or

c) is operated by a department of the State government.

ADVISORY COUNCIL

LSCA Title IV-A requires that a council be appointed to act in an advisory capacity to the State Agency. This council has been established. The members for 1969 are: Sherwood Kirk, Florida State Librarian; David Kantor, Director of Volusia County Public Libraries; Mr. Leon Polhill, Division of Youth Services; Mr. Walter S. Davis, Florida School for the Blind; Mr. David Endwright, Division of Adult Corrections; Miss Christiane Guignard, Division of Mental Health; Mr. L. H. Reagan, Division of Mental Retardaation; Mr. Walter S. Slater, Florida School for the Deaf, and Mr. James Whitaker, Bureau of Alcoholic Rehabilitation.

SUMMARY

LSCA Title IV-A visualizes a five year period during which plans will be made and implemented by the various states. The amount of money given is not very much when you consider the number of institutions covered by the act. The impetus to action has been given, however, and this is probably more important.

The Federal Government recognized the strength of the State Library by providing that the State Library make the overall plan for institutional service and that it disburse Federal monies in accordance with plans approved by the State Library and its Advisory Council.

FLORIDA STATE LIBRARY
TALLAHASSEE

F. WILLIAM SUMMERS
STATE LIBRARIAN

SURVEY OF INSTITUTION LIBRARY SERVICES

NAME OF INSTITUTION ____________________

ADDRESS ____________________

SUPERINTENDENT OR CHIEF ADMINISTRATOR ____________________

HEAD OF TREATMENT OR THERAPY ____________________

HEAD OF EDUCATION OR SCHOOL ____________________

I. GENERAL INFORMATION

1. Resident Population: Total No. __________ Average Age ____ ____

   Range of Age: Youngest __________ Oldest ______

2. Staff: Total Professional __________ Total Other __________

3. Is there an active In-Service Training Program? ______ yes ______ no

4. Does Institution operate school for residents? ______ yes ______ no

5. If yes for Item 4, give range of academic opportunity __________ grades

6. Vocational trades taught: ____________________

   ____

II. LIBRARY SERVICE

1. Does Institution operate or provide a library? ______ yes ______ no

2. If yes to Item I, under which administrative head? ____________________

3. Does Institution provide books for its residents with assistance of outside agencies such as

   City Public Library _____ yes _____ no ____________________ name & address of agency

II. LIBRARY SERVICE (continued)

3. (continued)

County Public Library ________ yes ________ no ______________________ name & address of agency

Regional Library System ________ yes ________ no ______________________ name & address of agency

Bookmobile Service ________ yes ________ no ______________________ name & address of agency

4. If outside agencies assist in giving library service, what form of service is rendered? ______________________

5. If Institution provides library service, how much space is provided for library areas?

________ square feet ________ how many seats

6. Size of Book Collection: ________ for resident use ________ for staff use

7. Book Circulation (1968 - 69) ________ of residents ________ of staff

8. Total funds spent for Books (1968 - 69) ________ for residents ________ for staff

9. Total funds spent for Periodicals (1968 - 69)

________ for residents ________ for staff

10. Total funds spent for other library operations (1968 - 69)

________ for residents ________ for staff

11. Sources of Total Funds for Library: ________ ________

12. Is library operated by professional librarian? ________ yes ________ no

13. If no for Item 12, give position of person operating library

____

14. Check frequency library is open for service:

Daily ________ ______________ hrs.

Weekends ________ ______________ hrs.

Other ______________________

II. LIBRARY SERVICE (continued)

15. Are residents allowed to visit library?

Daily ________________________________

Weekly ________________________________

Restricted Schedule ____________________

16. If residents are not allowed library visits, how do residents receive books?

____

____

____

17. Is bibliotherapy or reading guidance provided to residents?

______ yes ______ no

18. If yes to Item 17, who renders this service?

____

19. Are library programs provided such as

Book Reviews to groups ______ yes ______ no

Readings ______ yes ______ no

Story Telling ______ yes ______ no

Book Discussion Groups ______ yes ______ no

Other ____

____

20. Does the library have a catalog of its books? ______ yes ______ no

21. Are books classified by the Dewey Decimal System? ______ yes ______ no

22. Do residents serve as assistants in the library? ______ yes ______ no

23. If yes to Item 22, how many residents work as assistants? ________________.
Is this employment part of a scheduled therapy or rehabilitation program?

______ yes ______ no

II. LIBRARY SERVICE (continued)

24. How many volumes are purchased annually? ________ residents ________ staff

25. How many volumes are discarded annually? ________ residents ________ staff

26. How many different periodicals are purchased annually?

________ residents ________ staff

27. Does the library provide a collection of pamphlets, clippings and pictures?

________ yes ________ no

28. Does the library provide collections of audio-visual materials such as:

Filmstrips	________ yes	________ no	________ number
Records	________ yes	________ no	________ number
Transparancies	________ yes	________ no	________ number
Tapes	________ yes	________ no	________ number

29. Does the library provide film service? ________ yes ________ no

30. If Library Service is provided is it considered adequate?

________ yes ________ no

31. If Library Service is not considered adequate, is Administration interested in improved library service and facilities?

________ yes ________ no

32. What measures does Administration believe necessary to bring library service up to an adequate level? (Use additional page if necessary)

____
OFFICIAL COMPILING THIS INFORMATION

____
POSITION